**YELENA  BARBARA  LIPSKAYA**
                   7022 Palmdell Way
                   Fair Oaks, CA 95628, USA
                   Ph:  (916) 342-3721
                   E-mail: ivan\_porev@yahoo.com

**OBJECTIVE**:  Extensive experience (more than 20 years) in translating, interpreting, terminology research, editing and proofreading (from RUSSIAN into ENGLISH and vice versa).

**WORK EXPERIENCE:**

08/90 – present

       **Certified Staff Russian Translator / Interpreter/Proofreader**

        Language Services Bureau of the State of California,
       Sacramento, CA

Duties include:

- Translate various documents, articles, policies, diplomas, contracts, certificates, websites, rules and
procedures (Computer Science, Travel and Tourism, WEB sites, Voice-over scripts, Gas & Oil, Legal Documents, Media, Journalism, Civil Engineering, Military, Marketing, Automotive, Fashion and Clothing, Sports, Financial, Medical, Pharmaceutical, Videos, Video Games, Educational and Human Assistance materials, Food and Culinary, Chemistry, Physics, Immigration, History, Geography, Religion, etc.).

 -   Interpret for the various agencies in courts, exhibitions, hospitals, hotels, banks, immigration offices, on different  conferences, in the Chamber of Commerce, Board of Education, City Hall of Sacramento and Capitol of California for the Russian-speaking community.

 -   Provide Russian language, literature and foreign teachers’
    education training, which also includes introduction to
    Russian culture and arts.

**Also, work simultaneously as:**

      **Eligibility Worker (Russian Special Skills),**

      Department of  Human Assistance, County of Sacramento, California

Duties include:

     -Determine eligibility of Russian-speaking applicants
      for Medi-Cal and CMISP benefits, which consists of:

     -interviewing applicants

     -verifying documentation of eligibility

     -filling out medical disability applications and
      determining presumptive eligibility

     -computer input

     -assessing needs for social services and referring
      clients to appropriate social services

02/90 – 08/94  ***WIC Counselor, YWCA WIC Program***,

                        Sacramento, CA

     Duties included:

    -Conducted ongoing nutrition and child development
     education classes

    -Translated nutrition education material into Russian
    -Determined and verified eligibility of applicants for WIC
     Program

    -Completed certification documents

    -Referred participants to appropriate social services

    -Prepared nutrition assessment and planned as required

**EDUCATION**: MA in Russian/English/Spanish translating and linguistics, CSUS (California State University of Sacramento)

**REFERENCES AND CERTIFICATIONS**:  gladly available upon request