Olga Tereshina

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 https://www.proz.com/profile/2537899

TRANSLATOR / EDITOR (ENGLISH -RUSSIAN)

SUMMARY

Dedicated, adaptable professional with education in Foreign languages. 8+ years of experience teaching and translating. Excellent communication, interpersonal, and organizational skills.

**Languages:** Native Russian, English, working knowledge of German

**Technical Skills:** [Translation](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C10%29/), [Proofreadin](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C11%29/)g, [Technical Translatio](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C19%29/)n, [Copy Editing](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C16%29/), [Social Networking](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C20%29/), Writing, [Linguistics](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C17%29/), SDL Trados, [English](https://www.linkedin.com/in/ann-marie-boulanger-certified-translator-fr-en-ma-58b35324/detail/skills/%28ACoAAAUI0HsB4SQH9peSL3lgBDRbVgBrj_EfDiA%2C176405866%29/), Language Services, Microsoft Access, Microsoft Excel, PowerPoint, SPSS, Microsoft Word, TRADOS, Data analysis, , Project management, Public relations, Editorial activities, Creative writing, Social media, typing in Russian

**PROFESSIONAL EXPERIENCE**

**Self-Employed, Fair Lawn, NJ June 2016 – Present**

**Independent Translator**

* Organized, transcribed, translated, reviewed published and online materials (documents, art, culture, cosmetic, engineering, IT, finance, consumer goods, tourism and leisure, articles, legal, government)
* Processed information, made written reports and took detailed notes, represented the documentation
* Conducted own research about World War II and support multiple projects
* Searched libraries, on-line catalogs and databases

**Russian State Social University, Moscow Russia Sept 2011 – Jun 2016**

**Moscow Aviation Institute, Moscow, Russia, Feb 2008 – Aug 2011**

**Military University,** [**Ministry of Defence of the Russian Federation**](http://eng.mil.ru/en/index.htm)

**Associate Professor**

* Lectured, created course materials, conducted research projects
* Presented news as blogs, documents’ collections, news to websites, articles
* Worked with not Russian-speaking students (Arabs, Chineses, Koreans, Latin Americans)
* Coordinated international educational/tourism student program (Russian, Hungarian)
* Translated archive documents for own researches

EDUCATION

Bryansk State University, Bryansk, Russia

B. D. in "The translator in the sphere of professional communication" (English), 2006

Ph.D. in History, 2008

The Cooper Union School of Engineering, New York, NY

Certification courses in: Software Quality Assurance (QA) – Manual Testing, 2017