Airapetian ofeliia

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# SUMMARY OF QUALIFICATIONS

Passionate multilingual translator with 2.5 years experience in English-Russian, Chinese-Russian and Chinese-English translations. Linguaphile from early childhood. ATA CT English>Russian & Chinese>English. Successfully translated over 200 complete projects, ranging from documents to entire websites. Looking to further improve translation skills by becoming the head translator in some Translation Company.

# KEY QUALIFICATIONS & RESPONSIBILITIES

* Performed various translation and interpretation duties from English into Russian, Chinese into Russian and Chinese into English including written texts, localization, internationalization, audio files, and live speaking presentations;
* Arranged concurrent translation during corporate meetings to allow English audience members to take part in Chinese-language events;
* Translated text projects, including legal documents, website content, news articles, and corporate reports;
* Upheld strict confidentiality policy when translating personal and diplomatic materials;
* Provided interpretation and transcription services as needed by corporate clients.

# OBJECTIVE STATEMENT

To obtain a position as an English and Chinese translator in which strong dedication to the total development and a high degree of enthusiasm can be fully utilized.

# SKILLS

* Excellent Verbal, Non-Verbal, and Written Communication
* Cultural Awareness & Intelligence
* Time Management & Multitasking
* Analysis & Research
* Self-Management & Self-Motivation
* Creative Writing Skills
* Copywriting & Copyediting

# LANGUAGES

* English
* Armenian
* Chinese
* Russian

# EDUCATION

## Bachelor of Linguistics September 2013 – June 2018

Peoples’ Friendship University of Russia, Moscow, Russia

(Chinese and English)

## Chinese language September 2016 – June 2017

College of International Education, Shandong University, China

## Master of International Relations September 2018 – Present

Nankai University, Tianjin, PRC

# WORK EXPERIENCE

## Organization of China-Russia Friendship

## The honory concert of the China-Russia friendship anniversary (Moscow)

Interpreter

## Exhibitions, 2014-Present

## Moscow (Russia) and Jinan (China)

Translator

## October 2016 – June 2017, Jinan, Shandong Province, China

## English Center for Kids

English Teacher

## October 2018 – November 2018, Tianjin, China

## 麦购华夏未来城市中心 (English Center for Kids)

English teacher

### Working through many community organizations and sporting events

## INTERESTS

Languages, literature, history, art, sports