

# Fred Grasso

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**Summary:** Over 20 years of Russian > English technical, legal and commercial translation, transcription and editing experience. Primary translation experience in law (contracts, agreements, legislation), energy (exploration, production, and transportation of hydrocarbons), national security and defense, aerospace, and general aviation.

**Education:** The University of Texas School of Law, JD  
University of Southern California, MA, International Relations  
Syracuse University, BA, Russian

**Other Training and Education:** Defense Language Institute: Basic, Intermediate and Advanced Intensive Russian  
National Security Agency and Department of Defense: Additional specialized training in translation and transcription of military aviation terminology.

**Skills** Excellent writing, editing, and proofreading skills; experienced team leader and team member. Proficient in Microsoft Word, Microsoft PowerPoint, and Excel.

**Professional Associations:** American Translators Association, State Bar of Texas, *Phi Beta Kappa*, *Omicron Omicron* Chapter, Russian Honors Society

## Professional Experience:

2011 – 2012 **Technical Translator/Editor**, TechTrans International, Houston, Texas  
Translate and edit correspondence and technical documents related to International Space Station operations, crew training, experiments, flight rules, flight safety certificates, high-level correspondence, hazard reports, emergency drills, flight manifests, meeting documents, presentations, safety reviews, and radioactive waste disposal.

2004 – Present **Freelance Translator, Editor, Consultant**  
Translate/edit contracts, statutes, business plans and presentations, feasibility studies, geological surveys, environmental assessments, letters, memoranda, business correspondence, resolutions, and court opinions. Six-month on-site translator/editor contract assignment with Houston engineering firm designing and constructing an offshore drilling platform in the Sea of Okhotsk.

2007 – Present **Adjunct Instructor**, Paralegal Program, Univ. of Texas at San Antonio  
Provide on-campus lectures on principles of Contract Law, legal writing and document assembly software applications; on-line proctor/facilitator for Torts, Business Organizations, Contract Law, legal research and writing.

2000 – 2007 **Attorney - Software Developer**, Automated Legal Systems, San Antonio  
Research, analyze, draft and code/program civil and criminal law legal documents for inclusion into proprietary document assembly software used by legal practitioners in Texas, Florida and California.

- 1998 –2000      **Principal**, WorldWide Energy Consultants, San Antonio, Texas  
Advise clients on commercial, cultural, and contractual issues affecting oil and gas development and commercial activities within Russia and other newly independent states of the former Soviet Union.
- 1996 –1998      **Vice President**, Enron Russia Development Inc., Moscow, Russia  
Formulate overall business strategy and portfolio management for business initiatives in Russia; identify and conduct initial evaluation of energy-related business opportunities; advise corporate business units regarding political, legal, and commercial developments in Russia; invited speaker at international symposia on Russian political and economic issues.
- 1992 – 1996      **Director, Business Development**, Amoco Eurasia Petroleum Co., Houston, TX  
Identify and develop oil and gas exploration and development opportunities within Russia; initiate and maintain government and industry contacts and relationships; advise management on commercial matters, political assessments and aspects of non-technical risk; negotiate necessary legal and commercial agreements; provide commercial advice, in-country expertise, and negotiations support related to agreement on oil and gas exportation and development.
- 1991 – 1992      **Senior Attorney, Tenneco Gas.** Houston, Texas  
Negotiate, draft and review various documents and agreements relating to international power cogeneration projects; draft, revise and review initial transportation tariff for gas pipeline affiliate; research issues, review contracts, conduct due diligence, and draft documents for sale of \$600 million in assets related to the natural gas liquids and products pipeline.
- 1987 – 1992      **Staff Attorney**, Columbia Gas Transmission Corp, Houston, Texas  
Provide legal analysis and opinions regarding natural gas contractual, commercial and federal regulatory issues affecting the delivery, sale and transportation of natural gas; negotiate, draft and review gas purchase contracts, amendments and other documents; advise clients regarding contractual obligations and regulatory responsibilities.
- 1986 – 1987      **Attorney, Texas Eastern Transmission Corp.,** Houston, Texas  
Provide legal counsel on natural gas contractual, commercial, and regulatory issues; draft, edit and review documents, motions, interventions, and petitions for filing with the appropriate federal agency; research and prepare legal memoranda and administrative law briefs in support of federal adjudicatory proceedings.
- 1963 – 1983      **Russian Translator/Transcriptionist; Intelligence Officer, USAF**  
Record, transcribe, translate, analyze, and report assigned voice communications; supervise communications collection; plan, manage, and conduct intelligence operations to collect, evaluate, exploit, and disseminate signals intelligence; determine methods and procedures to assess analyze, and define threats to and vulnerabilities in military operations and in command, control, communications, and intelligence systems.