

Erin C. Barry

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EDUCATION

- M.A. in English with Emphasis on Teaching English as a Second Language** **May 2006**
University of Central Oklahoma - Edmond, OK
- o Graduated with honors with a GPA of 4.0 out of 4.0
- B. A. in Russian language and literature with secondary major in history** **Dec. 2000**
University of Oklahoma - Norman, OK
- o Graduated with Distinction with a GPA of 3.87 out of 4.0
 - o Active in 6 national and campus organizations including Phi Beta Kappa National Honor Society
- University of Texas at Arlington - Arlington, TX** **1995-1997**
- o Completed courses at UTA while still attending high school

LANGUAGE SKILLS

Russian – ACTFL Advanced Level (-4/4). Touch type, 30 WPM

RELEVANT EMPLOYMENT HISTORY

- Self-Employed Translator and Interpreter** **2001-present**
Tobolsk and Tyumen, Russia and US locations
- o English-Russian translation, interpretation and tutorials for clients ranging from new immigrants to professors. Topics included: literature, music, engineering and petroleum management.
- Translator and Editor**
Russian American Business Magazine, Norman Oklahoma **2007-present**
- o Translate articles from Russian into English and other editing duties as needed.
- PZ Production - Norman, OK**
Office Manager and Unit Production Manager **2005-present**
- o Office support for the company president, a native of Kazakhstan
 - o Coordinated the filming schedule, supplies, transportation, and budget
- Tobolsk State Pedagogical Institute - Tobolsk, Russia** **2001-2002**
English Instructor
- o Taught upper and lower division courses in composition, conversation and aural skills
 - o Developed course goals and devised all lessons without textbooks or course description
- Rebyacha Respublika (Children's Republic) - Tyumen, Russia** **2000-2002**
Camp Counselor
- o Responsible for 24-45 children, 24 hours/day for several 14 day sessions
 - o Taught English in addition to routine counselor duties
- Dept. of Modern Languages - University of Oklahoma - Norman, OK** **1998-2001**
Assistant Manager, Language Center
- o Maintained policy and procedures manual, managed facility resources and schedules, oriented users to Center resources, assisted Russian language students, assisted in hiring.

OTHER EMPLOYMENT

- Affair Recovery Center - Austin, TX** **2006-present**
Web Administrator and Project Manager
- o Supervise the development of commercial website
 - o Liaison between content staff and engineering team
- Dean of Engineering's Office - University of Oklahoma - Norman, OK** **2002-2006**
Staff Assistant I
- o Supported staff of 15. Duties included payroll, correspondence, some budget responsibilities and other administrative tasks.