

# ANASTASIA S. CRIST

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<b>Education</b>	<p><b><u>February, 2012 ♦ Virginia Institute of Interpreting, Virginia Beach, VA</u></b> Certificate of Completion, Interpreting Course</p> <p><b><u>2004 – 2009 ♦ Chelyabinsk State University, Chelyabinsk, Russia</u></b> Bachelor of Arts in Translation and Interpretation Studies (English, French)</p> <p><b><u>January – May, 2010 ♦ Tidewater Community College, Virginia Beach, VA</u></b> Accounting Course</p>
<b>Experience</b>	<p><b><u>2009 – present ♦ EN-RU-EN Freelance Translator / Interpreter</u></b> <i>Stratus Video, Clearwater, FL</i> <i>CTS LanguageLink, Vancouver, WA</i> <i>The Language Group, Virginia Beach, VA</i> <i>Prima Vista, Chelyabinsk, Russia</i> <i>Information and Exhibition Alliance, Chelyabinsk, Russia</i></p> <ul style="list-style-type: none"><li>▪ translation of texts, e-mails, contracts and other documents from English to Russian and from Russian to English</li><li>▪ researching legal, technical and scientific phraseology to find the correct translation</li><li>▪ proofreading and editing final translated versions</li><li>▪ providing clients with a grammatical, well-expressed final version of translated text</li><li>▪ using specialized translation software in the production of written translation and formatted documents when possible</li><li>▪ interpreting for various clients in education, business, medical / healthcare and government fields</li><li>▪ transcription of interviews, speeches, lectures, and subtitling</li></ul> <p><b><u>2011 – 2014 ♦ Teller, Lead Teller</u></b> <i>Wells Fargo Bank, N.A., Virginia Beach, VA</i></p> <ul style="list-style-type: none"><li>▪ process range of retail and commercial transactions</li><li>▪ manage customer inquiries and complaints</li><li>▪ consult with customers on bank products and services</li><li>▪ comply with all operational, security and control policies and procedures</li></ul> <p><b><u>2007 – 2011 ♦ Office Manager</u></b> <i>CSC Development, LLC, Virginia Beach, VA</i></p> <ul style="list-style-type: none"><li>▪ prepare and manage correspondence, reports and documents</li><li>▪ organize and coordinate meetings</li><li>▪ set up and maintain filing systems, collate information, maintain databases</li><li>▪ communicate verbally and in writing with customers to answer inquiries and provide information</li></ul>
<b>Additional skills</b>	<ul style="list-style-type: none"><li>▪ language proficiency in Russian, English, Spanish, French, Moldavian</li><li>▪ QuickBooks, Microsoft Office Word, Excel, PowerPoint, Publisher, OneNote</li></ul>
<b>Interests</b>	Interested in language education, interpreting and translation.



