

# MARIIA KARVONEN

508 Miller Lane • St. Clair, Minnesota • 56080

Phone: (507) 993-6584 • Email: dawnsky\_mary@yahoo.com

.....

## **Seeking Opportunities as a Freelance Translator and Interpreter**

As a highly experienced translator and interpreter who lived in Ukraine for 30 years, I have translated documents for businesses among my languages of expertise: Russian, Ukrainian, and English. While living there, I have worked with many businesses with varying tasks including translating manuals, websites, and interpreting for contract negotiations. Now, living in the United States, I am looking forward to continuing my work and my passion as a freelance translator/interpreter.

### **Summary of Qualifications**

- Fluent interpreter in Russian and English.
- Professional translator in Russian, English, and Ukrainian
- Can create and translate business contracts
- Can conduct international contract negotiations
- Specialize in translating manuals and instructions for construction machinery
- Strong background translating medical documents with 8 years of nursing experience

### **Professional Experience**

#### **INTERPRETER/SECRETARY - MIR AVTO, DNIPROPETROVSK, UKRAINE**

2005 – 2009

- Made international calls for negotiations
- Translated all business documentation into Russian
- Tracked international shipments and logistical information
- Translated technical information for automobiles and construction machinery
- Negotiated with suppliers in English
- Tracked currency information
- Provided computer training to managers and employees
- Created dual contracts in English and Russian or English and Ukrainian for international companies.
- Translated technical support information from Ukrainian into Russian and English
- Translated instructions and manuals in which over 30 books were published.

## **FREELANCE INTERPRETER**

2008

- Travelled to Austria to negotiate on behalf of the Ex-Mayor of Dnipropetrovs'k
- Created Bi-Lingual International Contracts
- Translated Information for Medicines & Disease Treatment
- Translated Business Letters
- Translated Web Pages

## **Education**

2004 – Passed English TOEFL Exam

2004 – University of Dnipropetrovs'k – Privately Studied English

1995 – 1998 Dnipropetrovs'k Medical College – Graduated as Junior Specialist in Nursing