

OLGA V. COTEY

Professional Translator, Proofreader, Interpreter, and Linguist

Professional Statement

Optimizing perfectionism while utilizing my translation and proofreading skills. Fast and clear communication, attention to detail, and self-discipline are the three whales of successful performance in my field.



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[LinkedIn](#)



313 S 6th Ave,
Wausau, WI 54401

Technical Skills

Internet, e-mail	
Apple and Windows environments	
CAT tools	
MS Office Suite	
Adobe	

Core Competencies

Linguistics	Legal
Translating and proofreading	Educational
Teaching	Pedagogy
Writing and publishing	Psychology
	Linguistics
	Humanities
	Contracts and Documentation

Education

M.A. IN ENGLISH

Diploma Thesis: "The Use of Innovative Technology-based Approaches and Tools in Developing Phonetic Skills at the Beginner Level of Language Learning"

CHELYABINSK
INSTITUTE OF

RUSSIA

2005 - 2007

B.A. IN SECONDARY EDUCATION WITH A TEACHING MAJOR IN FOREIGN LANGUAGE

Specialization in Theory and Methods of Teaching Foreign Language and Culture

CHELYABINSK
INSTITUTE OF

RUSSIA

2002 - 2005

ProZ member

Since 06/2011

American Translators Association (ATA) member

Since 06/2011

OLGA V. COTEY

Professional Translator, Proofreader, Interpreter, and Linguist

Experience

RUSSIAN-ENGLISH TRANSLATOR AND PROOFREADER

- Translates educational, legal, general correspondence and documents from Russian into English and vice versa. Works with translation agencies and direct clients.

**FREELANCE
REMOTE**

SINCE 2004

RUSSIAN-ENGLISH INTERPRETER

- Facilitates communication between ELL (English Language Learners), teachers and English speaking students.
- Translates transcripts, forms, assignments, and other written material from English into Russian, and Russian into English.
- Provides prompt and courteous service, identifies and provides personalized outreach to at-risk students.

**MERRILL AREA
PUBLIC SCHOOLS**

MERRILL, WI

Since 09/2011

RUSSIAN-ENGLISH OVER-THE-PHONE INTERPRETER

IN-SYNC INTERPRETERS

Since 2012

ENGLISH LANGUAGE LEARNING INSTRUCTOR

**NORTHCENTRAL
TECHNICAL COLLEGE
WAUSAU, WI**

Since 2015

COMPOSITION, WRITING LAB, AND HUMANITIES INSTRUCTOR

GLOBE UNIVERSITY

Since 2016

RUSSIAN LANGUAGE AND CULTURE INSTRUCTOR

**UNIVERSITY OF
WISCONSIN-MARATHON
COUNTY**

Languages

Core Attributes

Some of the Past and Present

Russian



German



Latin



Spanish



English



- Knowledgeable
- Able to work to tight deadlines
- Able to prioritise work
- Fast learner
- Organised
- Reliable
- Detail orientated
- Self-managing skills

**LANGUAGE TRANSLATION
SERVICES**

DUOLIR

IN-SYNC INTERPRETERS

LINGUA PROS

TRANSPERFECT

WORDSVOICE

MOTAWORD

LINGOTEK