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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S milkyway1184



ovcotey@gmail.com



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

Translating and proofreading

Teaching

Writing and publishing

Legal
Educational
Pedagogy
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"

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

2005 - 2007

CHELYABINSK INSTITUTE OF

RUSSIA

2002 - 2005

ProZ member

American Translators Association (ATA) member

Since 06/2011

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

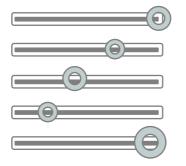
Russian

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