

Tamara Tsaturyan

tamara@armenian-translation.com

15 Chestnut str., apt. # 2, Waltham, MA, 02453, USA

+ (1) 781- 392-6680

SUMMARY

I am a native speaker of both Armenian and Russian with a strong command of English and consider myself to be highly motivated with a solid reputation for quality and accuracy from a growing client base. I aim to build on my previous experience in translation/interpretation and project management to further enhance the quality of the services that I offer, and to continue my career within the translation industry.

RELATED WORK EXPERIENCE

Freelance Translator/Interpreter/Project Manager

2004 –Present

- Actively involved in major translation projects for agencies in Great Britain and the USA.
- Managing a team of freelance translators and being responsible for the final output of large volume translation projects.
- One of the recent translation/interpretation projects was made for Merrill Brink International and included translation of legal documents from English into Armenian/Russian and vice versa for a world known legal case. Attended court hearings in Armenian and wrote reports in English.
- Translated for US based Cultures on Film company for the Armenian subtitles of their “Welcome to the Law” video created for the immigrant population, answering most important legal questions that US-bound immigrants have (www.welcometothelaw.com).
- Currently hold a contract with the Netherlands Court of Audit and provide translation and interpretation services both in Armenia and the Netherlands within their development project for the Supreme Audit Institution of the Republic of Armenia.

London School of Commerce – London, Great Britain

July 2009 – February 2010

International Marketing and Admissions Officer

- Represented the college in Armenia, counseled both Armenian and local students on available programs.
- Consulted international students on different types of UK visas.
- Performed various marketing activities to promote the courses offered by the college.
- Maintained student database on newly registered students, their progress reports, etc.
- Involved in school registration and audit procedures.

“Armenian Card” CJSC – Yerevan, Armenia

February 2006 – October 2008

Senior Marketing Specialist in Business Development Department

- Participated in development of the company’s business plan.
- Managed various projects with international payment systems such as MasterCard and Visa.
- Translated correspondence with foreign customers, office documents, company agreements, policies and procedures.
- Studied documents, reports and mandatory procedures of international payment and audit companies such as MasterCard, Visa, and KPMG. Made company’s documents and procedures compliant with their requirements.
- Produced reports on various projects and routine tasks related to payment systems for senior management.
- Updated marketing section of the company’s website.
- Dealt with inquiries of member banks on new MasterCard and Visa regulations and procedures.

EDUCATION

University of Wales Institute, Cardiff, London, Great Britain

October 2008 - February 2010

- MBA Finance

Yerevan State University, Yerevan, Armenia

September 2000 – May 2004

- BA International Relations

COMPUTER SKILLS

MS Office and DTP packages

LANGUAGE SKILLS

English (Fluent), Armenian (Native), Russian (Native)