# **VALERIA STEFANOVICH**

 325 Dartmouth Ave

 Swarthmore PA 19081

 Philadelphia Metropolitan Area

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**valmba@udel.edu**

 **Russian-English Language Pair (Russian is native)**

##  **Education**

### MBA, Finance – University of Delaware, Newark, DE May 2010

### Cumulative GPA: 3.5

**BA, Modern Foreign Languages**, Minsk State Linguistic University, Belarus, 1998

* Major: Translator-Interpreter English-Russian/ Russian-English Language

**Experience as a Translator/Interpreter 1996-2000 outside USA includes document and technical translation, working in a conference setting simultaneous/consecutive interpretation and translation. Experience working in military setting**

**BA, Russian Language and Literature**, Chita State Pedagogical Institute, Russia, 1992

* Major: Teacher of Russian Language and Literature

 **Skills**

* Knowledge of computer programs including Word, Excel, Access, Power Point, Micros, SDL TRADOS
* Member of American Translator Association (ATA) and National Language Service Corps (NLSC)

 **Awards**

Received Certificates of Achievement from USA Armed Forces for outstanding services

 **Professional experience**

**Freelance Translator/Interpreter 2001-present**

Government and private sector contracts. Interpreter/Translator at conferences, summits, military exercises, working groups, and private sector events.

**National Language Service Corps**, Hired as **Federal Language Consultant for DOD 03/2012-present**

* Participated as a primary member in numerous interpretation/ translation assignments which required the following skills: consecutive/ simultaneous/escort interpretation, ability to work in conference setting with different working groups, knowledge of military terminology including Nuclear Nonproliferation.

 **Bank of America, Wilmington, DE**

**Home Loans and Insurance Department**, Default Mortgage Processor  **09/2010- 09/2011**

* Work with customers, realtors and internal management to review, negotiate for list price counter offers on the property.
* **Act as a Subject Matter Expert working with Russian speaking customers with limited English, translating/interpreting simultaneously and helping them communicate effectively**

**Swarthmore Financial Services, New Castle, DE** Client Relationship Associate  **05/2009-05/2010**

* Went through extensive testing and training program to sharpen sales and negotiations skills, including Center of Influence phone talk, phone objections and proper respond, personal introduction presentation and obstructions and ability to deal with clients. **Helping Russian speaking customers with limited English translating/interpreting consecutively to understand the concept and make the right decision about financial planning:** **Risk Management, Saving and Investments.**

**Atlantic Sands Hotel and Conference Center, Rehoboth Beach, DE**

**Food and Beverage Manager** **05/2001- 05/2009**

* Managed Sales Activities with projection, budgeting, forecasting, labor costs responsibilities
* **Worked extensively with International students helping them to adjust, overcome language barrier**

**assisting them with issues by translating/interpreting English-Russian- English**

* Hired, trained, and scheduled of employees for all three outlets