

OLENA MAY

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TRANSLATION SPECIALIZATION

Medical; Business, Marketing, and Finance; Computer and Software; Religion

LANGUAGE PAIRS

English/Russian; Russian/English; Ukrainian/English; English/Ukrainian

EDUCATION

BA: Interpretation/Translation English Language, Kyiv Private Institute of Linguistics: **2008**
Certification: English Hospitality Management, English Bay College, Vancouver, CA: **2009**

EXPERIENCE

Lead Logistics Manager: Swimwear Boutique, Inc., Sarasota, FL, USA 2012

Expanded Eastern Europe marketing and sales leads by personal Russian interpretation.

Head Interpreter/Translator: Building Hope, Inc., Ukraine and USA: 2009-2011

Translation and preparation of official documents for adoption, passports, and visas.

Negotiation bilingually during adoption court hearings.

Interpretation for American doctors during various medical procedures.

Coordinated business meetings, conference calls over the phone, e-mail, and Skype.

Sales Manager: Crown Canadian Leather, Canada: Jan 2009 - Sept 2009

Developed product placement and promotion that increased sales revenue.

Built new vendor relationships while resolving price and availability concerns.

Resolved customer complaints while training new employees.

Interpreter: FNIN Kyiv, Ukraine: 2008

Successful customer apprehension by providing professional interpretation services.

Translation and interpretation of investments and retirement plans.

Generated repeat business through exceptional interpretation skills and client follow-up.

OTHER TECHNICAL SKILLS

Microsoft Windows & Macintosh Proficient

Proficient in international business environment, with cultural differences, and border controls.

Diverse Professional Work Experience in Ukraine, Canada, and USA.

REFERENCES

Available Upon Request