

## **GARBIS MALHAS**

**470 E. Washington Blvd., Apt. I, PASADENA, CA.,91104**

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**SKILLS: Budgeting and finance, Self-motivated, Powerful Negotiator, Team leadership, Staff development, Conflict resolution, Team Liaison, Process implementation, Client assessment, and analysis, extremely organized Data management**

### **WORK HISTORY:**

#### **NATIVE TURKISH LINGUIST**

**MISSION ESSENTIAL:** Turkish CAT II Linguist at Mission Essential with a Secret clearance- June 2017 to September 2021.

Turkish language translation and interpretation. Followed ethical codes that protected the confidentiality of information. Translated messages simultaneously and consecutively into specified languages, maintaining message content, context, and style as much as possible. Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.

#### **Native Turkish Interpreter/Translator**

**GKM Consulting** - Pasadena, CA - 2009 to Present

Followed ethical codes that protected the confidentiality of information. • Translated messages simultaneously and consecutively into specified languages, maintaining message content, context, and style as much as possible. • Checked translations of technical terms and terminology to ensure that they were accurate and remained consistent throughout translation revisions.

#### **QUALITY CONTROL CHECKER**

**GLOBAL INTERMIX**-Burbank, CA-March 2017

QC assignment for DreamWorks Animation for Turkish dubbing project.

#### **Parking Supervisor**

**Ace Parking Management** - Santa Monica, CA - February 2014 to December 2016

Forecast parking capacity and demand and assess and coordinate resources to support the operation. Anticipate any guest service opportunities as they relate to seasonal or business changes. Ensure that parking policies and procedures meet expectations and established standards while maximizing profitability and minimizing financial exposure. Oversee activities directly related to providing parking-related services. Review financial statements, audit, revenue and expense reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement. Manage staff,

preparing work schedules and assigning specific duties. Periodically audit the competition to benchmark pricing, equipment technology, and services.

### **Foreign Language Researcher**

**LAC-Group** - February 2014 to April 2014

UK Virtual - Remote • Researched and added to the Content Group database the legal structure of Armenia capturing all relevant legislation or regulations for the given subjects in relation to the requirement to keep, retain or hold business records or information.

### **Tape/Vault Media Archive Specialist**

**LAC-Group** - Thousand Oaks, CA - July 2013 to August 2013

Culling and curating a collection for Disney, system verification of assets for archive and library management interests using inventory management system software.

### **Serials Copy Cataloging Clerk**

**LAC-Group** - May 2013 to July 2013 • Bar-code materials and enter them into USC database by searching and matching item records currently found in the SirsiDynix system (ILS) database. Copy Cataloged materials not found in the ISL by searching World-Cat, Library of Congress item records. Import matching records into the ILS and enters new bar-codes into the database.

### **Page/Assistant**

**City of Pasadena**- Public Library Central - Pasadena, CA - November 2007 to December 2011

Aided librarians in the maintenance of collections of books, periodicals, magazines, newspapers and audiovisual and other materials. • Registered new patrons and issued borrower identification cards that permitted patrons to borrow books and other materials. • Performed clerical activities such as filing, typing, word processing, photocopying and mailing out material, and mail sorting. • Answered routine inquiries and referred patrons in need of professional assistance to librarians. • Researched and recommended Obituaries/Articles and current events from local Periodicals. • Inspected returned books for condition and due-date status and computed any applicable fines. • Located library materials for patrons, including books, periodicals, tape cassettes. • Sorted books, publications, and other items according to established procedure and returned them to shelves, files and other designated storage areas. • Processed new materials including books, audiovisual materials. • Provided direction and assistance to the patrons. • Entered and updated patrons' records on computers. • Loaned and collected books, periodicals, videotapes, and other materials at circulation desks. • Developed excellent IT skills with the ability to fully exploit existing resources also proficient in Microsoft Office, including Word, Excel, PowerPoint, SharePoint, and Outlook. • Used integrated library system Endeavor Voyager.

### **EDUCATION-GED,**

**Pasadena City College**- Pasadena California-Studied Library Science



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