

## **Nina N. Hoogewerf**

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### **SKILLS PROFILE**

- Professional Translator/Interpreter with ability to provide comprehensive services in Russian, Belarusian, and English
- Sufficient knowledge of Ukrainian to ensure accuracy of translation
- Ability to provide synchronized or consecutive interpretation
- Translation and interpretation experience in the fields of business, non-profit, law, medicine, theology, philosophy, sociology, and literature
- Skilled in editing and proofreading with good quality and attention to detail
- Experience with PC and Mac systems, including Microsoft Office, Apple I-Work, Swordfish, and Adobe Acrobat
- Fast learner, attentive to detail, proactive

### **WORK HISTORY**

#### **Freelance Translator. Interpreter. Proofreader. Editor • Munster, IN, USA**

**2000-Present**

- Translated website materials for a bio-nutritional company (5,256 words)
- Translated surveys for new drugs for the Russian market (27,425 words)
- Translated a survey for hygiene products for the Russian market (2,580 words)
- Edited translation of a professional brochure for a medical doctor
- Translated materials and completed information search for a banking institution
- Translated 3 projects in fiction (excerpts from a play, a biography, a novel)
- Translated a 150-page philosophy manuscript (45,000 words)
- Translated legal documents for arbitration court, and international adoptions
- Completed 95 quality control projects of written/audio/video materials for Russia and the CIS on family values
- Proofread 8 books of the best-selling *Dr. James Dobson* in Russian/Ukrainian
- Proofread translations and voice-overs for a major Russian radio station *Mayak*
- Provided written reports on translation quality with analysis of errors and suggested changes
- Clients included *UNICEF, YMCA, UNDP, USAID, Johnson & Johnson, University of Virginia, World Learning, Focus on the Family, Christian Children's Fund, WHO, Global Assistance, Inc.*, translation companies, adoption agencies, government officials, clergy and medical doctors from USA, Canada, Great Britain, Ireland, Sweden, Belgium, and Switzerland

#### **Executive Assistant to VP • Focus on the Family, Colorado Springs, CO, USA**

**1998-2000**

- Performed diverse tasks requiring comprehensive knowledge of the company's policies and procedures in support of the VP of Marketing and International Divisions

**Programs Coordinator** • Christian Children's Fund (CCF), Minsk, Belarus **1994-1997**

- Coordinated programs for a US-based CCF in organizational development, health, education, and relief, including distribution of a \$ 750,000.00 USAID grant

**Administrative Assistant** • CCF, Minsk, Belarus **1993-1994**

- Provided administrative support to the Program Coordinator
- Acted as an interpreter/translator

**Representative** • Global Assistance, Inc., (US PVO) - Minsk, Belarus **1991-1994**

- Managed communication between US and Belarusian partners
- Interpreted during visits

**Interpreter. Translator** • Belarus Children's Fund, Minsk, Belarus **1990-1991**

- Interpreted at meetings in Belarus, Russia, USA, Switzerland
- Translated correspondence
- Acted as a tour guide in Belarus, and Russia
- Interpreted for medical doctors, including during surgeries in Belarus, and the USA
- Traveled abroad as an interpreter for delegations

## **EDUCATION**

Diploma, Medical Transcriptionist • Thompson Education Direct, Scranton, PA, USA **2003**

MFA (Master's) and BFA (Bachelor's) in English/French Language Education (US-certified) **1987-1992**

- Belarus State Linguistic University, Minsk, Belarus