

Dana S. Skelton

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PROFILE

Professional Skills	INTERPRETER (consecutive, simultaneous, escort, medical) TRANSLATOR (ATA-certified), EDITOR
Languages	ENGLISH, RUSSIAN (bi-active, bilingual)
Citizenship/Clearance	U.S. citizen; Public Trust level clearance
Certifications	ATA, MIIS, U.S. Department of State, "Bridging the Gap"
Computer Skills	OS: Mac, Windows; CAT: Across, Fluency, memoQ, SDL Trados, WordFast

EDUCATION

MONTEREY INSTITUTE OF INTERNATIONAL STUDIES, Monterey, CA		
M.A.	Translation and Interpretation, English and Russian	2011
Certificates	Computer Assisted Translation (CAT) Tools, “Bridging the Gap” 40-hour	
	Medical Interpreter Training	
BARNARD COLLEGE, COLUMBIA UNIVERSITY, New York, NY		
B.A.	Mathematics/Statistics, Economics minor, graduated with Distinction	1997

SELECTED EXPERIENCE – TRANSLATION AND INTERPRETATION

VERSANT TRANSLATIONS LLC, Riverdale, NY JUL 2011–PRESENT

Managing Partner: manage all aspects of a boutique LSP business

- Manage small and medium-size translation, localization and interpretation projects
- Evaluate, recruit, train and supervise staff and contractor interpreters, translators and editors
- Maintain client or project-specific terminology databases and implement quality assurance processes
- Establish and maintain relationships with end-clients and other language service providers (LSP)
- Budgeting, accounting and payroll, marketing

Freelance Interpreter and Translator: translate, localize and interpret for government and private clients

Selected Clients:

- Idaho (INL), Lawrence Livermore (LLNL) and Pacific Northwest (PNNL) National Laboratories
- NASA, Orbital Science Corporation, Yuzhnoye State Design Bureau (Ukraine)
- U.S. Department of State, intelligence and law enforcement agencies
- Finnegan Law
- Stanford University
- Coretest Systems, Inc.

Selected Projects – Interpreting:

- VII Winter Asian Games, Chefs de Mission meetings and Olympic Council of Asia press conferences
- High Temperature Electrolysis seminar for Russian and U.S. scientists (INL)
- Inertial Confinement Fusion Technical Workshop at the National Ignition Facility (LLNL)
- Weapons of Mass Destruction Training Workshops (PNNL)
- Panetta Institute's panel "How Does America Lead in a Competitive World?"
- Depositions for an international patent infringement case

Selected Projects – Translation and Localization:

- Translated legal documents for a case with the New York State Supreme Court
- Localized geographical names for Apple GPS application
- Translated request for proposal of commercial services for Sochi 2014 Winter Olympic Games
- Translate nuclear material control and accounting reports

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TECHTRANS INTERNATIONAL, Wallops Island, VA

JUN 2012–AUG 2013

Orbital Science Corporation/NASA Antares rocket project

- **Lead Interpreter:** interpret consecutively and simultaneously during meetings, teleconferences, work operations, system tests, launch rehearsals and informal communications; supervise staff and contractor interpreters; manage a large volume of time sensitive interpretation and translation projects
- **Lead Terminologist:** manage all aspects of Antares/Orbital glossary: maintain, expand and synchronize server-based and memoQ terminology databases (TD); liaison with IT on TD interface development and enhancement; implement QA processes to ensure consistent use of terminology across staff and contractor interpreters and translators
- **Translator/Editor:** translate, edit and ensure quality of technical and administrative documents

CENTER FOR NONPROLIFERATION STUDIES, Monterey, CA

JUN–DEC 2010

- Researched, translated and summarized open-source material on Russian and Soviet bio-warfare programs and key developments in Russia's defense industry and nuclear regulatory regime

SELECTED EXPERIENCE – FINANCE AND PROJECT MANAGEMENT

CONSULTING, SELF-EMPLOYED

Financial Guaranty Insurance Company, New York, NY

FEB 2008–PRESENT

- Developed and implemented loss-mitigation strategies for distressed insurance portfolio

Cartesian Capital Group, Inc., New York, NY

MAR–MAY 2008

- Advised on private equity investment in Mexican consumer lending operation
- Led on-site due diligence with the company, the Mexican Ministry of Finance and local regulators
- Assessed quality of loan portfolio, operations and systems, management, and personnel

FINANCIAL GUARANTY INSURANCE COMPANY (FGIC), New York, NY

2004–2008

Structured Finance, Consumer ABS

2006 – 2008 **Director, Team Head**

2004 – 2005 **Vice President**

- Responsible for analyzing and insuring residential mortgage-backed (RMBS) transactions in domestic and international markets and designing and implementing business strategies
- Managed a multi-billion dollar portfolio and a team of four analysts with a multi-million dollar budget
- Established and maintained client, intermediary, investor and vendor relationships
- Built, enhanced and maintained analytical models; represented company at conferences

MOODY'S INVESTORS SERVICE, New York, NY

1997–2004

2001 – 2004 **Assistant Vice President, Asset Finance, Residential Mortgage Group**

1997 – 2001 **Associate, Asset Finance, Monitoring Group**

- Analyzed credit of ABS and RMBS; published credit opinions and research
- Designed and implemented analytical models; liaised between analysts and programmers
- Established and managed relationships with issuers, investors and intermediaries
- Presented at conferences, issuer and investor meetings; handled investor and press relations

SELECT PUBLICATIONS: 2002 *Home Equity Market Review* and 2003 *Outlook: Volume Takes Off Like a Bat out of HEL* (Mar 2003); *Home Equity Index* (Jan 1999, May 1999); *Spotlight on Chase Manhattan Mortgage Corporation* (Dec 1999); *Prime Auto Loan Credit Index* (May 1997)

PROFESSIONAL ASSOCIATIONS

AMERICAN TRANSLATORS ASSOCIATION (ATA)

2009–PRESENT

- Certified Translator (CT) from Russian into English

NORTHERN CALIFORNIA TRANSLATORS ASSOCIATION (NCTA)

2011–2012

NEW YORK CIRCLE OF TRANSLATORS

2013–PRESENT