

LARISA HORBACK

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EXPERIENCE

- 4/2005 – 5/2006 **Assistant to HR Manager, Bayadera Import**
- Translated and filed documents.
 - Interpreter for negotiations, presentations, and telephone conversations.
 - Managed office supplies.
 - Recorded employee attendance.
 - Interviewer for sales presentations.
- 7/2004 – 5/2006 **Translator, Interpreter (part time), Ariana, Marriage Agency**
- Translated contracts.
 - Consultant for visa interviews.
 - Historical tourist guide in Kiev, Ukraine.
Client Interpreter.
- 1/2004 – 9/2004 **Secretary, IVIK Holding-Group, Ltd.**
- Managed office supplies.
 - Translated documents, contracts, specifications, and instructions for air conditioners.
 - Interpreter for negotiations and presentations during trade fairs.
- 7/2003 – 12/2003 **Secretary, Land Consulting Investments LTD**
- Translated documents and contracts.
 - Phone operator.
 - Sent and distributed mail.
 - Filed sales agreements.
 - Researched land lots for sale.
- 2002 – 2003 **English Teacher (part time), Linguistic Center of Foreign Languages "Sophia"**
- English Teacher for children and adults.
 - Interviewed teachers.
 - Created study guides.
 - Private English Tutor.

EDUCATION

- 2000 – 2007 BS in Chemical Engineering, *National Technical University of Ukraine “KPI”*
- 2009-2013 Associate in Biology, *Georgia Perimeter College*
- 1999 Graduated with honor in Art History, Russian and Ukrainian Literature, Mathematics and English., *Zheltovodskaya Humanitarian Gymnasium of Foreign Languages*

LANGUAGES

Russian, *Native*

Ukrainian, *Fluent*

English, *Fluent*

Experience with translating business and medical texts as well as biological and chemical.

REFERENCES

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