
Ibodat Orzueva

Translator and Interpreter

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Professional Summary

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level translator position. Ready to help the team achieve company goals.

SKILLS

- Speak, read and write in Uzbek
- Speak, read and write in Russian
- Speak, read and write in Turkish
- Active listening
- Document distribution
- Document organization
- Digital file organization
- Successful at using Microsoft Word
- Electronic Document Preparation
- Document Creation
- Project Assistance
- Data Logging
- Storage Processes
- Opening Mail
- File Indexing
- Powerpoint Presentation
- Critical Thinking
- Judgment aND DECISION MAKING
- Reading Comprehension
- Information Gathering
- Protocol Management
- Protecting Networks
- Recordkeeping Accuracy
- Time Management
- Document Verification
- Complex Problem-Solving
- ElectronicContent Management

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- Information Uploading
 - Microsoft Outlook
 - Central Desktop
 - Adobe systems Adobe Acrobat
 - Speaking
 - Writing
 - Monitoring
 - Mathematics

EXPERIENCE

Myself, Cincinnati - *Document Specialist*

January 2015 - PRESENT

- Prepared digital files, physical documents and work requests in compliance with company guidelines.
- Transmitted documents, organized revisions and tracked changes.
- Provided support for document controls.
- Proofread filenames, titles and submittal details to streamline submittal and avoid rejection.
- Managed file archival and information retrievals.
- Maintained organized and efficient document flows by using excellent planning and multitasking skills.
- Carefully reviewed all documents and reports for completeness and accuracy.

Gabes, Sharonville - *Cashier*

December, 2019 - March 2020

- Helped customers complete purchases, locate items and join reward programs.
- Answered questions about store policies and addresses customer concerns
- Providing friendly service and assistance to clients promotes customer loyalty, satisfaction and sales.
- Welcomed customers and helped determine their needs.
- Stocked, tagged and displayed merchandise as required.
- Tallied cash drawer at beginning and end of each work shift.
- Collected and authorized payments of guests.
- Worked flexible schedule and extra shifts to meet business needs.
- Created price tags and merchandise signs.
- Restocked and organized merchandise in front lanes.
- Collected carts from the parking lots.
- Worked closely with shift manager to solve problems and handle customer concerns

Gabes, Sharonville - *Translator and Interpreter*

December 2019 - March 2020

- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts.
- Replicated flow, style and overall meaning of original texts.
- Prepared comprehensive glossaries and terminology databases to facilitate analysis.
- Researched cultural etiquette and specific use of slang words.
- Reviewed final work to spot and correct errors in punctuation, grammar and translation.

EDUCATION

University of Cincinnati, Blue Ash - *Bachelor*

Expected to graduate in 05/2028

Planning to become an Obstetrician and Gynecologist in the future to help women and their family to grow big and healthy, especially to women who are from another country with language barriers.

Scarlet Oaks - *Licensed Cosmetologist*

Graduated from Scarlet Oaks with a 4.5 GPA with a plan to open up my own salon, which I still hope to do in the future.

Princeton High School, Cincinnati

AWARDS

- Speak, read and write in five languages English, Uzbek, Tajik, Russian and Turkish
- Certified Hijama Specialist
- Certified CPR and First Aid specialist
- Happily married and a mother to my beautiful Sumayya.