

ANNA BOSHYAN

Certified Translator

Laval, QC, H7T2H2
Tel: (438) 496-1075

Email: boshyananna@gmail.com

LinkedIn : <https://www.linkedin.com/in/anna-boshyan-4b145729/>

Languages: English, French, Armenian, Russian

Tech Skills: MemoQ, Plunet, Trados, Fluently, other

CAT / TMS tools, Jira, Asana, MS Office, CRM

Professional Summary

A professional translator with diverse full time and freelance experience with cross-country and domestic clients. Fluent in multiple languages, breaking language barriers through conveying ideas and messages across diverse cultures. Committed to continuous professional development and staying updated on industry trends.

Core Competencies

- Huge attention to details
- Strategic planning and management
- Excellent analytical and problem solving skills
- Strong interpersonal and communication skills
- Desire to meet and exceed performance objectives
- Facilitation and conflict identification/resolution
- Maintaining quality standards
- Productivity

TRANSLATION / INTERPRETATION

Freelance Interpreter



TransPerfect, USA

2023-current

Telephone interpretation services in the following areas: Medical, Insurance, Legal, Government Benefits and Programs, Interviews, Banking, Telecommunication

Translator for Microsoft Product Localization



RWS, Czech Republic

2022-current

Translation of technical and general texts in the scope of localization of Microsoft products, such as Outlook, OneDrive, Xbox, Office 365, etc.

Freelance Interpreter



HELLO GLOBO, USA

2022-current

Telephone interpretation services in the following areas: Medical, Insurance, Legal, Government Benefits and Programs, Interviews, Banking, Telecommunication



Translator/Reviser/Interpreter

MCIS Language Services, Canada

2015-current

Medical, WSIB, PAR translation, editing, proofreading and interpretation contractor



Interpreter

Kelly Services Canada (for Language Line Solutions US)

2019-2022

Telephone interpretation services in the following areas: Medical, Insurance, Legal, Government Benefits and Programs, Interviews, Banking, Telecommunication

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Interpreter/Translator

UNDP- European Union Advisory Group

2012-2014

- Translation of technical, legal and financial documentation and high level interpretation.
- Supporting in organizing local/regional seminars, press conferences, workshops, meetings within the framework of the project, translation of the paperwork;
- Interpretation at the seminars
- Making arrangements for mission experts, drafting agendas, preparation of briefing;
- Contacting, interaction with government officials, diplomatic and private or other partners and missions. Taking minutes, notes as required by direct supervisor;
- Assistance to international advisors in liaising with key stakeholders from government counterparts, donor Community, civil society, NGO-s, as required;

Translator/Interpreter

FINCA UNIVERSAL CREDIT ORGANIZATION CJSC

2010- 2012

- Provision of administrative support, if necessary.
- Translation of contracts, agreements, charters, manuals (Administrative, Credit, Financial, HR, Security), regulations, laws, letters, powers of attorney, etc.
- Acting as an interpreter from English into Armenian/Russian and vice versa at mid-level and high-level meetings.
- Proofreading of existing translations and documents, ensuring the use of approved terms and concepts and the common language style.

Translator

Ter-Tachatyan Legal and Business Consulting CJSC

2007-2008

- Translation of contracts, agreements, charters and other documents
- Acting as a liaison between the company and local and international organization
- Maintaining documentation of the company
- Working with notary offices in connection with notarization of clients' documents and translated documentation

PROJECT MANAGEMENT

Translation Project Manager



Nations Translation Group - Ottawa, Canada

2021 - current

- Understanding client needs and accommodating client requirements
- Maintaining communication with client providing accurate reporting on a regular basis
- Submitting quotes for Linguistic & Translation Services based on customer contract or services catalog
- Managing team, customer queries, timelines and budget
- Manage customer relationship on assigned accounts

Project Manager



Yinglish.ca - Montreal, Canada

2021 - 2022

- Project lifecycle planning and management through efficient collaboration with stakeholders and teams
- Creating and maintaining project related documentation, creating term base and guidelines
- Conceptualizing the integration of localized materials, working with the developers and graphic designers to adjust the designs and leading the team towards the completion of set milestones.
- Identifying required tools and resources
- Troubleshooting and testing prototypes, as well as monitoring the live deployment of the product.
- Collaborating with design, developing and marketing teams to facilitate the delivery of the project on time and within budget.
- Preparing project progress updates for senior executives and performing website demonstrations.

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Business Account Manager



Monify Media - Montreal, Canada

2017 –2021

- Planning and managing meetings with clients, stakeholders and vendors
- Collecting pipeline information and getting all the legal and technical documentation ready for onboarding
- Managing new client onboarding in line the Project Plan
- Working with cross-functional teams (Developers, QAs, BI, Marketing, Legal) to ensure smooth onboarding.
- Working closely with payment processing companies to establish the accounts
- Working closely with the customer support and reputation teams to maintain account good standing
- Addressing customer inquiries, researching and resolving issues, monitoring reviews, claims, chasing feedback.

Education/Training/Certificates

Google Project Management Certificate

Coursera Online Learning Platform - 2022

Human Resources Management –Certificate of Professional Requalification

Yerevan State University, Faculty of Sociology- 2013

BA Degree in the field of Translation/ Interpretation 2004

Yerevan State Linguistic University after V. Brusov

Business English Certificate (Higher) Level C (Common European Framework of Reference for Languages- Level C1)

University of Cambridge ESOL Examinations, 05.01.2012

Notary Translator Certificate

Republic of Armenia Ministry of Justice, Yerevan, Armenia, 2010

Legal English Certificate

American Bar Association 2008

Interpretation/Translation Certificate

American University of Armenia, 2007