

Professional Profile

Translator/Quality assurance

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. A proactive team player, adept at managing all resources.

Core Competencies

- Huge attention to details
- Multi-Disciplinary Collaboration
- Cross-Functional Communication
- Critical Problem Resolution
- Relationship Development
- Facilitation and conflict identification/resolution
- Strategic planning and management
- Productivity
- Working in complex and fast-paced environment

PROFESSIONAL EXPERIENCE

Translator for Microsoft Product **2022-current**
RWS, Czech Republic

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

Freelance Interpreter **2022-current**
HELLO GLOBO, USA

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

Translator/Reviser/Interpreter **2019-current**
MCIS Language Services, Canada

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

Yinglish, Montreal, Canada **2020-Curent**
Interpreter/Translator (English to French)

Accurate, culturally-appropriate translation of documents, articles and content from English to French. Editing and proofreading of translated documents. Collaborate effectively to meet project deadlines and customer expectations

Centre d'Appui aux Communautés Immigrantes (CACI), Montreal, Canada
English and French Course Manager

2020-2021

Collaborate with Montreal school board advisor to ensure compliance of organizational standards during admission of students for English courses. Register French students by following all processes and procedures in regular coordination with advisor of the Ministère de l'Immigration, de la Diversité et de l'Inclusion.

National Bank of Canada, Montreal, Canada
Personal Finance Advisor

2015 – 2021

Planned, developed, and delivered financial solutions through constant analysis of retail and commercial client's financial statements, while ensuring delivery of top-notch customer services. Bonus each year for the success and exceeding of the set objectives and to have a conformity certification for quality of Administrative Support and operational, advise and customer service

National Bank of Canada, Montreal, Canada
Customer Service Representative

2014 – 2015

Devised strategic plans to perform operational tasks and handle overall cash register. Liaised with customers on regular basis to identify and meet requirements to improve client experience. Always balanced accounting and Cash-Flow excellent Management.

Collection Agency IQOR Canada LTD, Montreal, Canada
Collection Officer

2013

Communicated with all clients through telephone (in English and In French) as well as participated in meetings to negotiate and acquire outstanding payments. Provided suggestions to clients for the prevention of late payments.

Privet School after Shahamir Shahamiryan, Yerevan, Armenia
Teacher of computer science

2007-2011

Provide general education for classes of 28-30 students. Encourage team projects. Manage the computer lab.

EDUCATION

BA Degree in the field of Translation/ Interpretation 2007

Yerevan State Linguistic University after V. Brusov

Master's degree in Mathematics and Computer Science 2010

State Pedagogical University of Armenia

Professional Developments

Certificate on Manual Software Quality Testing- Code Academy

Agile Methods and Software Quality Testing-COLLÈGE DE MAISONNEUVE, Montreal, Canada

Automation of software quality tests- Collège de Bois-de-Boulogne, Montreal Canada

Vocational Training | Advanced Microsoft Excel Training (Udemy)

Certificate on Investment Funds in Canada - Collège de Bois-de-Boulogne, Montreal

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

-University of Cambridge ESOL Examinations