
KATRIN MKRTCHIAN

United States, Burbank, California 91502

◆8189672131 ◆katrinmk911@gmail.com

PROFESSIONAL SUMMARY

- Smart professional with thorough understanding of various languages to fluently interpret and translate. Conveys intended messages accurately and reliably.
- Patient Language Teacher with five years of experience. Extensively knowledgeable about adapting lesson plans for all types of students. Successful in maintaining professional and productive relationships with students.

SKILLS

- Written Translation
- Excellent Listening Abilities
- Fluent Bilingualism
- Effective Communication Techniques
- Strong vocabulary skills
- Translation Memory Tools

WORK HISTORY

Translator and Interpreter, 12/2023 - Current

Upwork.com – Burbank, California

- Translated documents from English to Russian, Spanish to Russian.
- Enabled smoother negotiations for clients with foreign counterparts by offering real-time interpretation support.
- Improved cultural understanding among colleagues by providing language training sessions and workshops on foreign customs and practices.

Freelance English to Russian Translator, 12/2022 - 09/2023

Freelance.ru

- Translated documents from Russian to English.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Applied cultural understanding to discern specific meanings beyond literal written words.

Interpreter for TV Media Channel, 09/2020 – 0/2022

Profi.ru – Moscow

- Utilized active listening skills and cultural sensitivity to convey accurate interpretations.

- Maintained message content, tone, and emotion as closely as possible.
- Provided oral interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.

Language Tutor, 04/2018 - 01/2022

Profi.ru – Moscow

- Expanded students vocabulary knowledge by introducing new words related specifically to their interests or career goals.
- Enhanced students language skills by utilizing interactive activities and multimedia resources.
- Adapted teaching materials to accommodate diverse learning styles, ensuring all students made consistent progress.

Legal Interpreter, 07/2023-09/2023

Law Firm - Burbank

- Provide accurate and efficient translation services for legal documents, contracts, and correspondence.
- Collaborate closely with attorneys and paralegals to meet tight deadlines and deliver high-quality translations that support legal proceedings and client needs.
- Conduct research and consult legal resources to ensure accuracy and consistency in translated materials.

Tutor/Teacher, 10/2023 – 05/2024

Mundo Academy – Los Angeles

- Provided academic support to newcomer children at multiple LAUSD schools, fostering integration into American education.
- Developed tailored learning plans to address individual needs and enhance comprehension.
- Facilitated group activities promoting social integration and cultural understanding.

EDUCATION

Bachelor of Science: Translation Studies/Teaching Foreign Languages, 07/2022

Moscow State Pedagogical University - Moscow

LANGUAGES

Armenian



Native or Bilingual

Russian



Native or Bilingual

English



Full Professional

Spanish



Professional Working

Ukrainian



Full Professional