

NATASHA HUNTER

SUMMARY OF QUALIFICATIONS

- Native Russian and fluent English speaker with the demonstrated abilities in Russian/English language skills as an interpreter/translator
- Proofreading and editing expertise as a legal transcript editor
- Excellent interviewing, information-gathering, and reporting skills as an investigator
- Experience in planning and managing projects as a project manager
- Strong verbal and written communication skills in both Russian and English languages and excellent interpersonal skills
- Advanced and expert level skills in MS Office applications, databases, web-based tools, Internet research, etc.
- Excellent organizational and time management skills and meticulous attention to detail
- Extremely professional, positive attitude, and a strong work ethic
- Superior ability in multi-tasking

EDUCATION & TRAINING

Associate in Court Reporting
Bryan University, Los Angeles, CA, 2013

Paralegal Certificate
Sonoma State University, Rohnert Park, CA, 2006

MBA, Management Information Systems
Dallas Baptist University, Dallas, TX, 1999

BA, Interdisciplinary Studies, Magna Cum Laude
Dallas Baptist University, Dallas, TX, 1996

PROFESSIONAL EXPERIENCE

Freelance

Interpreter/Translator, Legal Transcript Editor January 2010-Present

- Translate, proofread, and edit various materials, including but not limited to business, financial, legal, technical, and medical documents.
- Interpret for business meetings and medical and legal appointments and meetings.
- Proofread and edit trial and deposition transcripts ensuring their accuracy and adherence to the state court requirements. Subject matters of the transcripts

include but are not limited to criminal, technical, medical, patents and intellectual property, business, and etc.

L.R. Hodges and Associates

Investigator

January 2008-January 2010

- Investigate large corporations for securities fraud, identifying and interviewing witnesses and producing reports for client law firms. As a result of my work, clients were able to bring and successfully litigate cases against several corporations.

Tellabs

Program Manager

January 2000-December 2007

- Manage development projects for the design and production of telecommunication equipment for large providers, such as AT&T, Verizon, Sprint, and Telus, from planning through successful delivery to customers.

Ericsson

Interpreter/Translator, Project Manager

September 1996-December 1997

- Interpret for business meetings and conferences.
- Translate numerous contracts and financial and business documents.
- Manage receipt of telecommunication equipment and installation on site.

Summer Institute of Linguistics

Russian Teacher

September 1994-May 1996

- Designed course and test materials.
- Teach and test students on site.

Freelance

Freelance Interpreter/Translator

1992-September 1994

- Translate and interpret for various foreign businessmen and companies starting business ventures in the former Soviet Union republics.