

Maria Maltseva, MSPC

SUMMARY

A skilled multilingual professional with 4-year experience in written translations, office and administrative work.

Location: Boston, MA
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EXPERIENCE

Translation company “Avangard”, Title: Senior translator, office manager

- Monitored and controlled projects status
- Prepared and maintained project documentation
- Performed quality checks at various stages of process to ensure quality and accuracy (proofreading, editing, etc.)
- Received customers’ orders, phone calls, forwarded and received correspondence
- Provided fast and accurate translations of documents and various texts (legal, medical, marketing, IT, etc.) from Russian into English and vice versa (1000 words per day)
- Translated personal documents for the following notary certification
- Provided customers with advice on translation legalization issues and notary certifications
- Carried out market research for the translation company
- Managed company’s data bases (customers, translators and vendors)

Aug., 2010 –
2014
Chelyabinsk,
Russia

Translation company “Accent ” Title: Freelance translator (English/ Russian)

- Translated documents and texts (legal, medical, IT, etc.) from Russian into English and vice versa
- Translated personal documents (passports, consents, birth certificates, marriage certificates) for the following notary certification

2013-2014
Chelyabinsk,
Russia

Translation company “Intellex ” Title: Freelance translator (English/ Russian)

- Translated documents and legal and medical texts from Russian into English and vice versa
- Translated personal documents for the following notary certification

2013-2014
Chelyabinsk,
Russia

World Mixed Doubles Curling Championship 2010, Chelyabinsk, Russia Title: Language Support Volunteer

- Interpreted from Russian into English and vice versa
- Met and accompanied athletes (team from Denmark)
- Provided language support for the athletes

April, 2010

Translation company “Avanta Translating”, Chelyabinsk, Russia Title: Intern/English/ Russian translator

- Translated legal and medical texts from Russian into English and vice versa,
- Translated personal documents for the following notary certification

June, 2009

RELEVANT SKILLS

- **Language skills: English, French (A1-A2 level), Russian (native speaker)**
- **Strong analytical and organizational skills**
- **Detail-oriented , quick learner, driven for results, ability to adapt to situations**
- **Experienced user of MS-Office**
- **Time management and customer service skills**
- **Ability to work in a fast-paced environment**
- **Multi-tasker, high enthusiasm and interest in working directly with customers**
- **Ability to travel and readiness to relocate according to business needs**

EDUCATION

Clark University, Worcester, MA
Degree: Master of Science in Professional Communication (Marketing Communication)

Sept. 2013-
Dec. 2014

Chelyabinsk State Pedagogical University, Chelyabinsk, Russia
Qualification: Translator/Linguist

Sept. 2005-
June 2010