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My background is in education, translation, telecommunications, and social services. I use mainstream computer applications in Windows environment. I use Microsoft Word extensively, I have also made use of Excel and Access. My work experience gave me the opportunity to use my written and verbal interpersonal skills, organizing and prioritizing skills, and team working skills in a work setting. I have learned the importance of client confidentiality and maintaining records. My work experience allowed me to work with minimal supervision and to learn more about how to deal with difficult situations immediately. I learnt the importance of customer service working under pressure and taking responsibility. Team work has been an integral part of my work. I worked both in supporting roles within a team as well as contributing ideas and taking the lead when necessary. I have been motivated by striving to achieve success in a work setting as well as in my personal life.

EDUCATION:

1993-1994 Sponsored program participant at the University of Texas at Austin

1980-1985 Azerbaijan Teacher Training Institute for Foreign Languages
Baku, Azerbaijan
Diploma with distinction in foreign language teaching (English and German)

EXPERIENCE:

2003-2011 International Program Assistant/Records Administrator
Lutheran Social Services of the South, Inc.
Austin, TX

2007-2009 Global Content Management Specialist
Starwood Hotels and Resorts
Austin, TX

2000-2002 Order Management Specialist/ Interpreter
Broadwing Communications
Austin, TX

1995-2000 Quality Validation Associate (Russian Language Specialist)
RMH Teleservices /TeleQuest
Austin, Texas

1992-1993 Professor of English
Khazar University
Baku, Azerbaijan

1992-1994 Translator/Instructor
Azerbaijan Business Association
Baku, Azerbaijan

1991-1992 Translator
AKMA-TUR Travel Agency
Baku, Azerbaijan

1989-1995 Professor of English, Senior Professor
1992-1995 Translator
Azerbaijan State Economics Institute
Baku, Azerbaijan

1987-1989 Translator
Geological Research Institute
Baku, Azerbaijan

1986-1989 Professor of English
ATTI for Foreign Languages
Baku, Azerbaijan

1985-1987 Librarian
Azerbaijan State Republican Library
Baku, Azerbaijan

LANGUAGES: English (Excellent), Russian (Excellent), Azeri (Fair), German (Fair), French (Fair)

PERSONAL: My interests are reading, music, art, and traveling.
Travels have included: Latvia, Russia, Moldova, the Ukraine, Middle Asia, and
Czechoslovakia.

OTHER: Member AATIA (Austin Area Translators & Interpreters Association), 1996 - present

REFERENCES: Furnished Upon Request