

ELENA OW-WING, MA

English to Russian Translator, Editor, and Interpreter Specializing in Business, Health Care, Education, and Tourism

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Profile: Full-time English to Russian translator, editor, and interpreter since 2011, specializing in business/marketing/economics, psychometrics, health care, social services, education, and tourism. Over 20 years' experience as a language services provider. First career in education as a university instructor of business and general English. MA in Linguistics. Russian to English Healthcare Interpreter Certificate from the City College of San Francisco since 2014. Proficient user of SDL Trados Studio 2015 and memoQ 2015.

Expertise in English to Russian Translation and Editing/Proofreading

Business, Marketing, Economics:

- Business presentations and reports, marketing and advertising materials and promotional programs (MasterCard Priceless Cities), press releases, resumes and business letters
- E-commerce product titles and descriptions, localization of retail websites content (fashion/apparel-related – ASOS, Tommy Hilfiger; high-end jewelry and watches – David Yurman; eBay)
- Psychometrics and training materials on personality assessment for business applications (Hogan Assessment Tools; Spencer Stuart Assessment Framework; Heartstyles)
- Translation and reviewing of thematic business glossaries/ databases
- Materials of economic conferences (St. Petersburg International Economic Forum, 2011)

Health Care:

- Intake forms for new patients, informed consent forms, medical insurance forms
- Patient instructions and educational materials, pain scale descriptions
- Health-related volunteer surveys and supporting materials
- Health insurance companies' newsletters, posters, articles, employee assistance programs

Education:

- Linguistic validation: translation test reviews and linguistic validation questionnaires
- Transcripts of video lessons
- eLearning applications for mobile internet devices
- US school programs for students with native Russian
- Reports and presentations on education and educational systems
- Paperwork for high school students' international exchange programs
- Academic records and transcripts, performance evaluations, letters of recommendation

Tourism:

- Hotel accommodations, dining, shopping, entertainment, airport transfer services, transport

Official and Immigration Documents/General:

- Diplomas, licenses, certificates, passports, IDs
- Forms and applications for immigration, permanent residency, and naturalization
- Ads, announcements, greeting and anniversary cards, personal letters

Expertise in Interpreting

- **Healthcare:** consecutive and simultaneous interpreting and sight translation on-site and over-the-phone in a variety of outpatient clinic and hospital settings
- **Social Services:** consecutive on-site interpreting and sight translation at interviews for Welfare-to-Work Program, Medi-Cal, CalFresh (Food Stamps), General Assistance Program
- **Business:** negotiations, business lunches, tours of manufacturing facilities, establishing contact with American partners, speech assessment of Russian-speaking employees for US businesses
- **Education:** speech and language assessment of Russian-speaking students for US schools, parent-teacher conferences

Language Teaching Experience

- 14 years' experience teaching college-level English as a Foreign Language (EFL) courses, business and professional economic English courses in Russia (1995-2009)

Education

- Russian-English Healthcare Interpreter Certificate, City College of San Francisco, 2014
- MA in Linguistics (Germanic languages), St. Petersburg State University of Economics and Finance (Russia), 2009
- BA in English and German, Pskov State Pedagogical University (Russia), 1995

Professional Association Memberships

- American Translators Association (ATA): <https://www.atanet.org>
- Northern California Translators Association (NCTA): <http://www.ncta.org>

Translation and Interpreting-Related Volunteer Work

- Volunteer co-editor for *Translational*, NCTA Journal, San Francisco, CA Jan 2015-Oct 2015
- Volunteer healthcare interpreter at Highland Hospital, Oakland, CA May 2014-Aug 2014