

ANASTASIA ROTHKOPF

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**Member of ATA, American Translators Association, since 2005*

LANGUAGES

Russian- native speaker

Hebrew- native speaker level

English- near native speaker, speak fluently and read/ write with high proficiency

LANGUAGE PAIRS

English<>Russian<>Hebrew

EMPLOYMENT

AZ Translation, Arizona, USA

Formally located in: Norway (2014-2015), Japan (2010-2014), Thailand (2006-2010), China (2004-2006)

- 2004 – present Freelance Translator/Editor & Language Tutor (Proprietor)

Responsibilities include freelance translation, editing, revision/proofreading and voice recording for corporate and private clients in English, Russian and Hebrew language pairs.

Clients include companies requiring: translation/proofreading/revision/editing/voice over for educational and governmental social welfare material; governmental service announcements; hospitality websites/brochures; computer instructional material; commercial and business material; technical material; electric appliance manuals; birth/marriage certificates and other types of certification; legal contracts; voice recording for educational software and more. I also tutor individual clients in Hebrew/Russian language acquisition.

Regent Diamonds Ltd, The Israeli Diamond Exchange Bldg., Ramat Gan, Israel

- 1997- 2004 Customer Service Manager

Responsibilities included processing and fulfilling client orders, customer correspondence via telephone and e- mail, development of new contacts, import- export of diamonds, work with suppliers, diamond inventory management (specialized computer program), participating in exhibitions around the world with an emphasis on Asian markets. Provided simultaneous interpretation and translation for smooth communication with institutions and clients from Russia, Israel and other countries. Presented corporate products at the 2002 Hong Kong International Diamond & Jewelry Fair in addition to providing translation & interpretation services for overseas clients.

Malca- Amit Ltd, The Israeli Diamond Exchange Building, Ramat Gan, Israel

- 1995- 1997 Office Manager

Responsibilities included strategic planning with overseas clients ensuring products

reached their intended destinations. Additional duties included managing corporate databases and development of company presentations designed for international diamond & jewelry exhibitions. I briefly managed the company's Moscow office for 1.5 month to ensure a smooth working relationship with Russian banks and diamond exchange contacts. Presented the company's services at the Israeli Diamond & Jewelry Fair, including interpretation & translation services for overseas clients.

Alfia & Alfia Accounting Office, Tel Aviv, Israel

- 1994 – 1995 Secretary

Responsibilities included answering telephones, tracking orders, maintaining databases, typing and using a variety of computer programs required for the smooth working operation of the company.

El Al Israeli Airlines, Tel Aviv, Israel

- 1993- 1994 Flight Attendant

Responsibilities included maintaining Israeli air safety standards, customer service, working in a team environment with the ability to adjust to rotating shift work. Provided language services in-flight.

Neptune Hotel, Eilat, Israel

- 1992-1993 Scheduling Manager (internship while studying Hotel Restaurant Management)

Responsibilities included scheduling the wait staff's shifts, ensuring all tables were served, planning group customer activities, and the ability to advise customers about local area attractions.

Hilton Hotel, Tel Aviv, Israel

- 1990- 1991 Manager Lobby Wait Staff

Responsibilities included developmental planning for the first Japanese restaurant in Israel, scheduling and inventory control.

The St. Petersburg's City Library, St. Petersburg, Russia

- 1989- 1990 Librarian Assistant (student internship)

Responsibilities included maintaining the inventory, cataloging and assisting at the circulation desk.

EDUCATION

Newport University USA, School of Business Administration, Tel Aviv, Israel-campus

- 1993 – 1996 Bachelor of Business Administration

Saint Petersburg's State University of Culture, St. Petersburg, Russia

- 1989 - 1990 completed the 1st year of a 4-year program emphasizing technical language translation for English with a concentration in library science

CERTIFICATES

The British Council, Tel Aviv, Israel

- 2004 Advanced English Certificate

El Al Israeli Airlines, Tel Aviv, Israel

- 1993 Flight Attendant Certificate

Tadmor, School of Hotel Management, Tel Aviv, Israel

- 1991- 1992, Supervisory Certificate in Hotel Management

REFERENCES & RATES

Available upon request