

Emilia Balke, MA, MBA

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SUMMARY

Twenty-five years of full-time professional multilingual translation experience and Bulgarian<>English interpreting experience with specialization in medical, legal, financial, scientific, and marketing translations, among a wide range of other translations. Master's degree in English Philology with a second major in German; state examinations in Russian and Bulgarian; specializations in simultaneous interpreting, consecutive interpreting, written translation, and foreign language teaching; MBA with a concentration in finance; post-graduate studies in TV journalism; experience as a freelance journalist. Good analytical skills, research skills, attention to detail, and strong verbal and written communication skills. Experience in translation project management, foreign language research, linguistic consulting, localization QA, QC subtitles, brand name verification, language consulting, language coaching, and financial analysis. A proficient intuitive user of software, technology, the Internet, and social media.

EXPERIENCE

TRANSLATOR, INTERPRETER, VOICEOVER TALENT

1994-present

TRANSLATION:

BULGARIAN>ENGLISH; RUSSIAN>ENGLISH; GERMAN>ENGLISH; MACEDONIAN>ENGLISH; ENGLISH>BULGARIAN; GERMAN>BULGARIAN; RUSSIAN>BULGARIAN

Translation-related services: editing, proofreading, copyediting, voiceover, language consulting, linguistic research, foreign language marketing research.

INTERPRETING:

ENGLISH<>BULGARIAN conference, seminar, consecutive, VRI, OPI, escort

Areas of Specialization: court, depositions, medical, business, financial, education, among other areas.

BULGARIAN, RUSSIAN, AND ENGLISH VOICEOVER SERVICES.

AREAS OF SPECIALIZATION

Interpreter: Interpreted lectures from Bulgarian to English for the Bulgarian Academy of Social Sciences and Government. Provided seminar interpreting for ACIDI/VOCA, USAID, Learning Tree, and the U.S. Department of State. Court interpreter: the Superior Court of California, Oregon, and Washington; the U.S. District Court (CA, NV); and the Immigration Court (CA, NV, AZ, TX, and WA). Interpreted at unemployment and disability court hearings, worker's compensation hearings, depositions, and medical evaluations. Registered Court Interpreter with the Judicial Council of California. Available to travel throughout the United States and abroad.

Medical and Pharmaceutical: translations for clinical trials (contracts, protocols, compliance forms, informed consent forms, medical reports, drug labels, localization of ePRO, IVRS, IVRCC, DMFs, and electronic drug ordering and shipment accountability systems, translations of IFUs for surgical implants, devices and other equipment (heart implants, feeding tubes, computer for laser surgery, drug labels, manufacturing machines, medical supplies, etc.); translations of medical reports, immunization records, test results, prescriptions, and medical bills.

Legal Translations include, but are not limited to, certified translations of documents and statements for submission in court, personal legal documents, business contracts, patents, court orders, laws, and regulations.

Technical Translations and Interpreting: software localization (a wide range of business applications, language learning software, and Bulgarian computer glossaries for a number of companies including Hewlett Packard and Microsoft; translations of technical manuals (home appliances, industrial machines, and manufacturing labels), PowerPoint presentations and training materials; clothing labels, cosmetics labels, hair products labels, automotive translations, and oil and gas.

Scientific Translations: nuclear physics, environmental protection, chemistry, pesticides, and scientific papers and articles

Business, Marketing, and Finance: translations of business presentations, codes of ethics, compliance documents, financial statements, company reports, advertising materials, brand name analysis for a foreign market, foreign employment verification, and stock market analyses.

Linguistic Reviews of Bulgarian translations of books and articles for publication; subtitles of feature films; QC of feature films; reviewing, editing, proofreading, QA of localized software
Bulgarian Language Quality Assurance Specialist for Language Line Services 1998 – 2009

Temporary assignment as Financial Analyst for Bank of America 2013

❖ Analysis using advanced features of Excel, Visio, and proprietary software and data from different databases.

Licensed Real Estate Agent, Dutra Realty, Pleasanton, CA 1994-1998

Marketing Director, TFC Credit Corporation, San Ramon, CA 1993-1994

❖ Sold student loan financing to proprietary schools
 ❖ Managed client accounts in the states west of the Mississippi River
 ❖ Organized and carried out marketing campaigns
 ❖ Represented the company at trade shows
 ❖ Reported directly to the CEO

Marketing Director of The Travel Seller, Walnut Creek, CA 1992-1993

Front Desk Clerk, Sheraton Hotel, Concord, CA 1991-1992

EQUIPMENT & SOFTWARE

Windows 10, Microsoft Office Pro 2013; TRADOS Studio 2017, Memsource. Wordfast. Fine Reader 11, Adobe Acrobat Pro; Quick Books

❖ Proficient in MS Office: Advanced Word 100%, Excel 94%, Outlook 89%, and MS PowerPoint
 ❖ Proficient user of Quick Books

EDUCATION

MBA with a concentration in finance, *California State University, Northridge* 2007

MA English Language and Literature, *St. Kliment Ohridski University, Sofia, Bulgaria*
 Second major in German; state exams in Russian and Bulgarian; specialization in simultaneous interpreting, consecutive interpreting, written translation, and foreign language teaching

Postgraduate Studies in Television Journalism, *St. Kliment Ohridski University, Sofia, Bulgaria*

German Language Proficiency Certificate, *Karl Marx University, Herder Institute, Radebeul, Germany*

Five-year full immersion English language high school – Sofia, Bulgaria

Voiceover class at UCLA, instructor Don Burns 1997

Voice and acting classes at the Scott Sedita Acting Studios, Los Angeles, CA 2002

MEMBERSHIPS & CERTIFICATION

❖ Voting Member of the American Translators Association Since 1996
 ❖ Past Administrator of the Literary Division of the ATA
 ❖ Registered Court Interpreter with the Judicial Council of California Since 1998
 ❖ California Superior Court Interpreter Since 1996
 ❖ Federal Court Interpreter Since 1996
 ❖ ALTA certified for English to Bulgarian translation
 ❖ ALTA certified for Bulgarian to English translation

OTHER SKILLS, ACCOMPLISHMENTS, & INTERESTS

❖ Freelance journalist: wrote articles on domestic and international topics for major Bulgarian newspapers and Bulgarian Radio, including an interview with Sir Arthur C. Clarke.
 ❖ Contributed articles to the *Chronicle* and *Source*, ATA professional publications
 ❖ Translated short stories from English to Bulgarian for a prestigious Bulgarian literary magazine.
 ❖ LinkedIn profile: <https://www.linkedin.com/in/emiliabalke>
 ❖ ProZ profile: <http://www.proz.com/translator/3281>