



# EVA N.S. BOATWRIGHT

ADMINISTRATIVE PROFESSIONAL, FRENCH-ENGLISH  
TRANSLATOR

## PROFILE

Eva has exceptional attention to detail and is independently driven to get things done. She has an extensive background in administrative support and her experience includes a diverse assortment of fields. She is often sought out by colleagues and friends alike to review documents due to her excellent editing and proofreading skills. Eva is a fast learner and can quickly adapt to new systems and databases.

## CONTACT

PHONE:  
315-882-1364

WEBSITE:  
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## SKILLS & TOOLS

Microsoft Office  
Google+  
Remote Work

## HOBBIES

Dance/Color Guard  
Reading  
Traveling

## EDUCATION

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### **New York University – School of Professional Studies**

2019 – 2021

M.S. in Translation & Interpreting – French into English

### **State University of New York – College at Oswego**

2007 – 2011

B.A. in French, Minor in Communication Studies

Study Abroad – L'Institut de Touraine, Tours, France

## WORK EXPERIENCE

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### **Empire Interpreting Service – Project Manager**

December 2014 – Present

Responsibilities include booking and overseeing interpreting and translating projects, screening new potential interpreters and translators, maintaining and editing files, and assisting with bookkeeping and contracts.

### **Northwestern Mutual – Client Services Director**

February 2013 – August 2014

Responsibilities included handling of sensitive insurance and investment related matters, customer service, and executive administrative tasks.

### **West Genesee School District – Color Guard Caption Head**

June 2008 – June 2016

Responsibilities included creative design, choreography, leading rehearsals, as well as various clubs and summer/winter activities.

### **East Syracuse-Minoa School District – Color Guard Instructor**

November 2012 – April 2016

Responsibilities included choreography, leading rehearsals, and assisting with design.

## HONORS & AWARDS

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Phi Kappa Phi – National Honor Society

Pi Delta Phi – National French Honor Society