

# MARINA GRISHAYEVA

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**SERVICES:** English>Russian translation, interpreting, editing, proofreading, creative and business writing

## RELEVANT SKILL SET:

- Native speaker of Russian with a Russian linguistics degree
- Near-native skills in written and spoken English; extensive background in legal terminology
- Passion for continuous learning and expanding knowledge of chosen areas of specializations in *art and literary translations, education, world history, history of religions, philosophy*

## EDUCATION AND CERTIFICATIONS

The University of Chicago, Chicago, IL  
Graham School of Continuing Liberal and Professional Studies  
Certificate in Translation Studies, Russian into English, (GPA 4.00) 2014

Georgia State University, Atlanta, GA  
Attended courses of interest (Art Administration program):  
Survey of Art History I & II, Writing Composition I & II,  
Theatrical Design and Production, Journalism, Phonetics. President's List (GPA 4.00) Aug '12 – Dec '13

Gainesville State College, Gainesville, GA  
Certificate in Paralegal Studies, an ABA-approved program (GPA 3.73) Aug '05 – Dec '07

Chuvash State University, Cheboksary, Russia  
Bachelor of Science in Teaching Russian, Summa Cum Laude  
Degree of Philologist-Teacher with Honors Sep '89 – June '94

## RELEVANT PROFESSIONAL EXPERIENCE IN THE U.S.A.

- ❖ **FREELANCE TRANSLATOR/INTERPRETER** 2014 – Present
- ❖ **LATN**, Atlanta, GA Jan '16 – Present  
*Translator/Interpreter*
- ❖ **[HTTPS://NEILGAIMANJOURNALRU.WORDPRESS.COM/](https://neilgaimanjournalru.wordpress.com/)** Aug '17 – Present  
*One of the Volunteer Translators for the Russian version of Neil Gaiman's online journal*
- ❖ **ROSETTA STONE FOUNDATION** 2014 – 2016  
*Volunteer Translator*
- ❖ **ATLANTA ASSOCIATION OF TRANSLATORS AND INTERPRETERS (AAIT)** Oct '14 – Feb '17  
*Board of Directors, Website Committee Co-Chair*
- ❖ **VARIAN MEDICAL SYSTEMS**, Atlanta, GA Mar '14 – July '17  
*Sales Contract Specialist*  
Provided analytical and operational specialist support for North America order/contract bookings and contract change requests.
- ❖ **LAWLER GREEN PRINZ, LLC**, Atlanta, GA April '14 – Oct '15  
*Litigation Paralegal*  
Provided litigation support to a founding partner of the firm, who specialized in domestic relations and family law matters including divorce, family violence proceedings, adoption, custody, and prenuptial agreements.
- ❖ **LAZEGA & JOHANSON, LLC**, Atlanta, GA June '10 – Mar '13  
*Paralegal*  
Drafted pleadings and motions pertaining to construction defects, insurance subrogation cases, and collection of homeowners' associations assessments. Prepared and served discovery requests and responses. Transcribed recorded files.

- ❖ **LAW OFFICE OF J THOMAS SALATA**, Alpharetta, GA Jan '06 – Dec '09  
*Legal Assistant*  
Drafted various documents such as criminal defense pre-trial motions, briefs and domestic relations documents unique to Georgia law. Assisted attorney in trial preparation as litigation support in organizing evidence and in voir dire selection.
- ❖ **TUXEDO FRAME GALLERY**, Atlanta, GA June '10 – Aug '11  
*Customer Service, Designer*  
Assisted customers with a choice of colors, design and layout options. Helped customers understand the estimation of costs based on style, size, and materials. Assessed physical condition of artworks. Performed simple framing tasks such as cutting glass and wiring. Worked on the improvement of the store image.

### RELEVANT PROFESSIONAL EXPERIENCE IN RUSSIA

- ❖ **PARTICIPATION IN THE MEMORIAL EXHIBITION OF RUSSIAN ARTIST**, Russia Oct '10 – Mar '11  
*Writer, Designer, Public Relations and Production Manager*  
Created a concept of organizing a tribute exhibition in honor of a Russian artist at a Russian venue (Chuvash State Art Museum) while abroad. Established working relationships with museum curators. Wrote Press release for Department of Culture, which subsequently was published in local media. Gave an interview for the local radio station. Designed a layout of an artistic catalogue and wrote an accompanying text based on the close analysis of the artist's legacy, including personal notes, correspondence, facts of his career achievements and participation in various exhibitions. Co-designed the paper invitation that generated a full-house attendance at the grand-opening night.
- ❖ **THE CABINET OF MINISTERS OF CHUVASH REPUBLIC**, Cheboksary, Russia Jan '98 – Sep '99  
*Assistant to Prime Minister, 2-rank Counsellor*  
Managed public relations, assisted with election campaign.
- ❖ **CHUVASH STATE UNIVERSITY**, Cheboksary, Russia July '94 – Jan '98  
*Teaching Assistant, Assistant to Dean*  
Assisted the Dean in organizing scientific conferences, composed various documents and designed university brochures. Taught "Russian as a Second language" to students from different countries and cultures. Taught "Foreign Literature" seminars. Designed a variety of class plans. Wrote a series of literary articles that were published in local scientific magazines. Received a promotion when the Dean was elected as Prime Minister and went to work for the government.

### TECHNICAL PROFICIENCY

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|------------------------|--------------------------|----------|
| ▪ MAC & PC proficient  | ▪ Microsoft Office suite | ▪ OmegaT |
| ▪ Transcription Module | ▪ Lexis/Nexis, Westlaw   | ▪ Adobe  |

### AWARDS

- ❖ **NATIONAL ASSOCIATION OF JUDICIAL INTERPRETERS AND TRANSLATORS SCHOLAR, USA** 2014  
The award included complimentary participation in NAJIT's 35th Annual Educational Conference in Las Vegas, a stipend and one-year complimentary membership.
- ❖ **WILLIAM M. SUTTLES SCHOLARSHIP - GEORGIA STATE UNIVERSITY, USA** 2013  
The award has been granted based on the written essay and academic performance.

### MEMBERSHIP

- ❖ **AMERICAN TRANSLATORS ASSOCIATION (ATA)**