

MARY STEFAN
LEGAL AND FINANCIAL TRANSLATOR
Italian into English & Romanian into English
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[LinkedIn Profile](#)
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CAREER OBJECTIVE

A language-related position within an international organization offering opportunity for advancement based upon achievement and results.

SUMMARY OF QUALIFICATIONS

- A detail-oriented, organized, and innovative professional with a successful track record in translation, project management, and language instruction;
- Trained professional translator;
- Trained to create teaching materials for grammar instruction for diverse learner populations;
- Possessing understanding of the mechanisms driving, and the factors influencing second language acquisition;
- Aware of cultural/linguistic diversity, and pragmatics as they relate to teaching and interaction in language classrooms;
- Excellent communication skills resulting in the ability to interact with language learners across all continents;
- Cross-cultural sensitivity germinating from continuous travel abroad: have lived in Pakistan, Belize, Egypt, the United Arab Emirates, Ukraine, Morocco, Kosovo, and Qatar.

WORK EXPERIENCE

8/2015 - present United States National Language Service Corps Member

- Completed assignment: provided language and culture orientation for a member of the U.S. Special Operations Command;
- Completed a number of training programs on the JKO platform, among which Antiterrorism Awareness and SERE 100.1;
- Have been administered the Defense Language Proficiency Test (Romanian) at Ft. Hamilton Army Base, NY.

3/2015 - 6/2015 TOEFL Instructor - American University in Kosovo, Germia Campus Nazim Gafurri, 21 Dr. Shpetim Robaj, Prishtine 10000

Transformational Leadership Program - USAID sponsored program/ Immersion course

- Taught English to Albanian graduates selected to apply for U.S. scholarships;
- Developed lessons and employed assessment procedures to record student progress;
- Carried out Oral Proficiency Interviews;
- Administered achievement tests;
- Counseled individual students about learning styles and strategies.

10/2013 - 06/2014 English Language Instructor - Berlitz Language School, Avenue Al Araar, Rabat, Morocco

- Classroom instruction in any and all phases on the language program;
- Lesson preparation;
- Placement testing;
- Language research;
- Reports.

2/2013 - 5/2013 TESOL Substitute Teacher - Rabat American School, 1 Bis rue Emir Ibn Abdelkader, Rabat 10080, Morocco

- Provided instruction to enhance the development of language fluency and self-esteem of learners using lesson plans provided by teacher of record;
- Administered needs assessment testing; carried out informal classroom assessment;
- Delivered instruction to develop the students' receptive language skills of listening and reading comprehension, and their productive language skills of speaking and writing;
- Carried out activities outlined in the lesson plan.

6/2012 - 8/2012 Teacher-in-training - Teachers College, Columbia University, 525 W 120th St, New York, NY 10027

- Scored and administered a large scaled language placement test employing rubrics to score test performance;
- Evaluated, designed, and implemented assessment;
- Reported and analyzed test results for formative and summative use;
- Taught an Advanced Studies Class within the Community Language Program;
- Created lesson plans and developed teaching materials;
- Carried out formal and informal assessment in the classroom.

12/2007 - present Freelance Translator (home-based, no office address)

- Language research;
- Translation of legal, financial, and business documents: Italian and Romanian into English.
- Editing and proofreading;
- Quality assessment;
- Business development.

10/2007 - 12/2007 Translation Project Manager - Language Scientific (formerly RIC International), 10 Cabot Road, Suite 209, Medford, MA 02155

- Owned projects from initial planning to delivery;
- Assembled teams of freelance translators and editors for each project;
- Worked with vendors to ensure quality implementation and strict adherence to timeline on all projects;
- Assembled and verified project files for final delivery to the clients;
- Provided customer service and vendor support;
- Customized and implemented quality assurance procedures;
- Set and controlled project budget.

10/2003 - 10/2007 Freelance Translator (home based, no office address)

- Language research;
- Translation of legal, financial, and business documents: Italian and Romanian into English.
- Editing and proofreading;
- Quality assessment;
- Business development.

11/2001 - 8/2002 Translator/ Interpreter - Perini Corporation, US Embassy OBO project, 7-9, Tudor Arghezi Street District 2, Bucharest, 020942

- Coordinated translation projects with the Project Manager and Regional Controller;
- Estimated turnarounds;
- Translated legal, financial and business documents;
- Interpreted at all meetings with the State Department and the Romanian authorities where language barriers presented a problem, and documented meetings in Romanian and English.

EDUCATION

- 10/2013 - 5/2018 Master of Arts in Applied Linguistics, University of Massachusetts Boston
- 6/2012 - 8/2012 TESOL Teaching Certificate, Teachers College Columbia University, New York