**Natalya Zotov**

983 Hamlet Drive

Harrisonburg, VA 22802

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**Objective: Translator/Editor Proofing**

**Education**

Information Technology Administrator bachelors in December, 2012, American National University. 1515 Country Club Road, Harrisonburg, VA 22802. GPA: 2.8

A.S. in Arts and Science September 2000 to December 2004 in Translating/Interpreting James Madison University. 800 S Main St Harrisonburg VA 22801. GPA: 3.3

**Oral Communication, Computer Software, Hardware and Networking Experience**

Speech course at BRCC

Spanish courses at BRCC

French courses at JMU

Bilingual-Russian & English; English & Ukrainian

Interpreter on call in public schools in Harrisonburg

Interpreter on call for RMH

Taught Sunday school at First Russian Baptist Church

Help with Media in Crosslink Community Church

Microsoft Works, PowerPoint, Excel, Access, Outlook

**College Courses**

* Eng112: Coll Comp II
* MTH4: Algebra II
* SPA107: Begin Span II a
* Ast101: Keyboarding I
* HIS102: West Civ II
* PSY200: Prin of Psych
* IST114: Comp Infor Sys
* MTH164: Precalculus I
* SPA108: Begin Span II b
* SPD110: Int Speech Comp
* BUS241: Business Law I
* Eng251: World Lit I
* MTH270: Ap Calculus
* SCM100: In Am Sign Lan
* ACC211: Princ of Acct I
* BIO101: Gen Biology I
* ENG244: Sur Eng Lit II
* HIS101: West Civ I
* ACC 212: Princ of Acc II
* CHM101: Genl Chm I
* BIO141: Anat/Physio I
* Psy230: Develpmental Psychology
* COB218: Legal Envir of Business
* GCOM121: Basic Human Communication
* GHIST101: World Culture to 1650
* GSOCI210 :Social Issues
* FR232: Intermediate French
* TR300: Intro to translation
* TR400: Text Revision
* TR406: Web Site & software local
* TR408: Project/Workflow management
* FR300: Fr conversation & Composition
* Span300: Span Conv Comp
* ISE100: Computer and Information Technology Fundamentals
* BUS217: Organizational Behavior
* COM151: The Microsoft Office
* BUS101: Introduction to Business
* ISE 101: Software Computer Technology
* ISE 102: Hardware Computer Technology
* 151\_Log357-on\_1\_anu75 Logical and Critical thinking
* 153\_per330-on\_1\_anu75 Personal Health
* 153\_cy200\_anu07 Security+
* CS100 Introduction to Computer Science
* IT200 Technical Writing for Information Technology Professionals
* CS105 Introduction to Relational Database Management Systems
* PER330-ON Personal Health
* REL330-ON World Religion
* SoC461-ON Intro to Sociology
* COM235 Spreadsheet Applications
* MAT110 Business Mathematics I
* ISE103 Network+
* ISE215 Network Client Administration
* ISE306 Routing and Switching I
* ISE205 Windows Server Administration I
* ISE 406 Routing and Switching II
* ARTHUM1 Arts & Humanities GE
* BIO 101 Introduction to Biology
* ENG 102 English Composition
* ENG126 Oral Communications
* MTHSTLOG1 Mathematics, Statistics, & Logic GE
* SOCBEH1 Social & Behavioral Sciences GE
* WRTORCOM1 Written & Oral Communications GE
* ISE241 Wireless Digital Communications
* GOV340 AmericanGovernment

**Work Experience**

**Substitute Teacher in Good Shepherd School and Daycare**

Chicago Avenue, Harrisonburg VA 22801. October 2015-present. Responsible for children’s feeding, nap, diapers, activities.

**Interpreter for Public City Schools**

Harrisonburg School Board, Main Street, Harrisonburg, VA 22801. 2004 - Present. Responsible for helping children understand the schedule and surroundings.

Interpreter for Liberty Languages Services, LLC

100 Ceterview Drive, Suite 300, Nashville, TN 37214. 2015 - Present. Responsible for interpreting for hospitals, schools, etc.

**Serving subs in Firehouse Subs**

1028 Richmond Ave Suite 102 Staunton, VA. August 2012-October 2012. Cutting and rolling, stewing meat and baking bread for subs, making salads, and waiting on tables.

**Machine operating at Cargill Meat Plant**

135 Huffman Dr, Dayton, VA 22821. 2010-2012. Processing products, operating machines.

**Layup at Marshalls Distribution Center**

701 N Main St, Bridgewater, VA 22821. 2009-2011. Responsible for checking a certain percentage of the merchandise that will be marked and selected and shipped to the stores. Check the count of cartons, skids, items, origin, etc.

**Customer Service at Target**

1995E Market St, Harrisonburg, VA 22801. 2006-2009. Cashiering, operating phones, training, giving out numbers and sorting clothes in the fitting room, waiting on men’s department and shoes department, changing prices, stocking.

**Substitute in Good Shepherd School and Daycare**

Neph Ave, Harrisonburg, VA. 2007-2009. Helping children eat, put them to sleep, watch them play, watch them go to the bathroom, helping them with schoolwork, reading books with them, maintaining discipline, answer their questions.

**Finders Keepers Store**

Harrisonburg, VA. May 2006-November 2006. Cashiering, stocking, training, translating.

**Jewelry at Hugo’s**

Harrisonburg, VA. December 2005-May 2006. Preparing wax for various types of rings. Sculpting wax into shape of different rings and etc.

**Agent in JD Mccurdy Nationwide Insurance**

Bridgewater, VA. October 2005-December 2005. Operating phones, taking messages, taking quotes, payments.

**Interpreter in Refugee Office**

33 Market St. Harrisonburg, VA 22801. June 2005-August 2005. Interpreting for refugees, get them social security number, responsible for getting them around so they would get a job and all their necessities. Responsible for updating their information in the computer.

**Interpreter for Medical Interpreting Service**

JMU Blue Ridge AHEC MSC. 2003-2005. Interpreting/translating for patients and doctors.

**Line Worker in Poultry Plant, Wampler Foods**

Wampler Foods. 1998-2003. Harrisonburg, VA 22802. Cutting and distributing turkey meat parts.

**Member of the Crew in Wendy's**

Harrisonburg, VA. 1997-1998. cashiering, making burgers, drive through, dish washing.

**Achievements**

Certificate in Interpreting/Translating in Harrisonburg City Schools.

Honor roll student in senior year in Harrisonburg High School.

President of International Club in HHS in the senior 1998 year.

Was a member in Dombra orchestra in the First Russian Baptist Church, 1998 to 2006.

Was a member in the choir in the FRBC, 1995 to 2006.

REFERENCE AVAILABLE UPON REQUEST