**Victorya Avital Neumann**

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**Profile:** analytical linguistics and culture expert, trained to work in fast-paced environments, demanding high confidentiality and strong analytical, organizational and interpersonal skills and able to apply structured analysis methods of foreign culture, history, economy and political trends of environments, documents and acquired through diligence and research information.

**Professional Experience:**

**2008-2012** Executive assistant, U.S.-based company. (Consulting for federal agencies). Performed due diligence research by conducting thorough background investigations of clients and companies, translation, interpretation, transcribing.

Job reference: (503)224-4181 Jeffrey P. Smith

John Cooney

**2006-2008** Creative director, The Advertising Agency, Moscow. Met with clients to organize and plan presentations to facilitate the rebranding of companies and products. Prepare estimates, maintained financial records, performed routine accounting and human resources duties, led project development activities.

**2004-2005** Recruiter, Russian Language Courses for Foreigners.

Recruited candidates for language learning program, screened, interviewed, tested applicants.

**2000-2005** West Siberian Oil Company, Russia. Prepared invoices and facilitated communication between management and clients. Provided translation services for English, French and Russian clients.

**Professional Skills**

Translation and interpretation: Fluent in English, French and Russian;

Currently enrolled in learning: German, Dutch, Polish and Spanish.

Advanced PC user/ Macintosh (Office, Windows, Excel, Power Point, Photo/Video software, language programs)

NLP and Hypnosis techniques

Psycholinguistic analysis and socio-linguistic cultural awareness

Able to comprehend concepts, methods and idioms of modern science and technology, culture, political/economic environment

Rich experience in handling specified dialects/slang and poor quality documents

Non-verbal communication/ analysis (video, real time, on-line)

Due Diligence (information gathering, analytical job, surveillance)

Search and analysis of background information and social media information.

Analysis of video/audio materials (psycholinguistic text and speech, voice-stress, nonverbal communications).

Military background

**Education**

**2010-Present** Currently enrolled in New York Institute of Photography, studying digital photography and business management.

**2001-2006** Russian University. Masters degree in Languages and Linguistics. Majors: American and British Studies, Communications, Economics, History, International relations, Political Science, Russian and Slavic Studies.

**Other Skills**

Certified notary public in State of Oregon.

Able to translate medical terminology.

Able to comprehend cultural differences in health care.

Able to provide infant, child and adult CPR and first aid.

Able to provide emergency nursing.

**Foreign area knowledge and travels:**

Bulgaria, Caribbean region, Croatia, China, Greece, Finland, Montenegro, Morocco, Malaysia, Singapore, Tunisia, Turkey, Ukraine.