

Maria Gregory

English-to-Russian And Russian-to-English Translator

Bilingual and advanced PC user with high attention to details is ready for work.



gregorymaria83@gmail.com



[hidden]



[hidden], Kirkland, WA



linkedin.com/in/mariagregory



github.com/mariagregory

SKILLS

Translation

Excellent Spelling

MS Office

Excel, Access, Word,
PowerPoint

Accounting Data Entry

QuickBooks

HTML/CSS

C++

AutoCAD

Calculus

Medical Terminology

LANGUAGES

English

Native or Bilingual Proficiency

Russian

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Limited Working Proficiency

Polish

Elementary Proficiency

EDUCATION

Computer Applications, Associate of Science

Riverside City College

09/2015 - 06/2018

Riverside, CA

Food Science And Technology, Bachelor of Science

South Ural State University

09/2000 - 06/2005

Chelyabinsk, Russia

WORK EXPERIENCE

Listing Assistant

JuJu Luxury Fashion

10/2018 - 03/2021

Riverside, CA

eBay Merchandise Shop

- Acted as an online interpreter between a seller and Russian-speaking customers;
- Wrote product descriptions and created listings on the web;
- Input relevant product data (shipping weight, cost of inventory, pricing, etc.) into spreadsheets to determine profit expectations.

Contact: Andreas Gregory, Business Owner - andreasgregory@hotmail.com

Computer Lab Aide

Riverside City College

06/2016 - 06/2018

Riverside, CA

- Assisted students with their computer class assignments;
- Instructed students in lab policies concerning lab property use and proper classroom behavior;
- Acted as a librarian for course-related textbooks.

Contact: Ted Tetirick, Instructional Support Specialist - ted.tetirick@rcc.edu

Computer Science Tutor

Riverside City College

09/2017 - 06/2018

Riverside, CA

- Reinforced course materials in Ms Office, Web-Page Creation, and Computer Programming;
- Motivated fellow students to perform academically at their best and exceed professor's expectations.

Contact: Emile Bradshaw, Tutorial Services Manager - emile.bradshaw@rcc.edu

CERTIFICATES

Microsoft Office Specialist: Excel Expert (Office 2019)

verify.certiport.com: C9GS-Dwow

Microsoft Office Specialist: Word Expert (Office 2019)

verify.certiport.com: CETV-Dwo6

Microsoft Office Specialist: Access (Office 2016)

verify.certiport.com: QHc5-4TCQ

Tutoring Skills and Strategies, Certificate Of Completion (05/2021)

Orange Coast College