

# 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++

Paint.NET

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.certipoint.com: C9GS-Dwow

Microsoft Office Specialist: Word Expert (Office 2019)

verify.certipoint.com: CETV-Dwo6

Microsoft Office Specialist: Access (Office 2016)

verify.certipoint.com: QHc5-4TCQ

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

Orange Coast College