

Nina Bogdan, CT
Russian to English Translation
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Experience and Qualifications:

ATA Certified Russian into English Translator: www.atanet.org

ProZ Certified Professional: <http://www.proz.com/profile/796613>

2007-2009: **Owner, NB Translation Services: Language services provider (Russian-English)**

1984-2007: **Russian-English Translator and Interpreter (In-house), U.S. Department of Justice**

Areas of expertise:

Legal documents (criminal and civil law), business, banking and finance, journalism, real estate, politics and diplomacy, advertising and marketing, software, telecommunications, insurance, natural science, history, literature, transportation, agriculture, military, general medical, technical (various).

Specific types of materials translated include:

REPORTS and SPREADSHEETS: financial, accounting, annual, auditor, appraisal and valuation;
CONTRACTS and AGREEMENTS: sales, real estate, property management, rental, agency, contractor, service;
DOCUMENTS and FORMS: charters, by-laws, tender and regulatory documents, privacy policies, terms of use;
MARKETING, ADVERTISING and JOURNALISM: promotional material, company profiles, PowerPoint presentations, product literature and specifications, articles on current events, politics, international affairs;
COURT DOCUMENTS: rulings, depositions, transcripts of testimony and statements, administrative decrees, treaties;
DIPLOMAS and CERTIFICATES.

Special interest topics: Martial arts, Argentine tango dance and history, culinary arts.

Additional services:

Editing and proofreading; translating and transcribing recorded material of all levels of difficulty;
Deciphering handwritten Russian language documents (19th and early 20th century time period);
Consulting, localization, copywriting (English).

Other experience details:

2008-2009: Editor of *Translorial*

Translorial is the Northern California Translators Association quarterly publication, available on-line at www.ncta.org. (*Translorial* Archive).

2000-2007: GS-13 Russian Language Analyst – top level U.S. DOJ linguist position

1995-2000: GS-12 Master Linguist – U.S. DOJ

Position responsibilities: handled all requests for Russian/English translations and interpreting from within regional field office, FBI Headquarters, Legal Attaches, U.S. Attorney's Offices, U.S. federal, state and local agencies including requests for inter-agency cooperation with Ministries of Foreign Affairs and Internal Affairs of Russia and Ukraine.

Education:

M.A., Political Science, University of California, Davis, 1990
B.A., International Relations, San Francisco State University, 1984
B.A., Russian Language and Literature, San Francisco State University, 1984
Minor: International Business Management

Additional information:

-Articles published in *Translorial*, NCTA journal ;
-Passed U.S. State Department Russian to English translation examination (2008);
-Kellogg School of Management, Navigating Strategic Change, Executive Program, Evanston, Illinois, May, 2007;
-Interpretation and Language Skills Training, Monterey Institute of International Studies, June, 1997;
-Summer program, Graduate Russian Language Studies, Norwich University, Vermont, 1985.
-**Hardware and software:** PC, Fax, Scanner, Color Printer, Windows XP, High Speed Internet, Microsoft Office Suite 2007 and 2003, Adobe Acrobat Professional, InCopy, Photoshop, ACROSS CAT.