

Elena Moloski

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Relocating to the xxxxxx area in xxxxxx

SUMMARY OF QUALIFICATIONS

Office support professional with over ten years of administrative and client service experience. Strong office management skills, handling scheduling, correspondence, bookkeeping, and translation/interpretation. Proficient in Windows 8 and NT; Microsoft Word; Excel; Access, and PowerPoint; QuickBooks; Project; and PageMaker. Native Russian with English as a Second Language. Extensive organizational skills and attention to detail, specifically including successfully preparing complex documentation forms for customs clearance.

PROFESSIONAL EXPERIENCE

MG-ART COMPANY, Cleveland, Ohio

XXXX – XXXX

Office Manager/Translator

- ◆ Managed client database in Access.
- ◆ Translated Russian documentation for routine and emergency situations.
- ◆ Handled additional small business office functions, such as correspondence, bookkeeping, monthly sales reports generated in Excel, and PowerPoint presentations for sales meetings.

EAST LINK COMPANY JV, Tashkent, Uzbekistan

XXXX – XXXX

Computer Operator/Translator

- ◆ Translated contracts, agreements, legal conclusions, government resolutions, laws, and business correspondence into English.
- ◆ Prepared all necessary documents and submitted applications for visas.
- ◆ Prepared documentation forms and arranged fees for customs clearance.
- ◆ Retained by Uzbek Tennis Foundation to prepare printed promotional materials for Davis Cup Tournament held in Uzbekistan on a semi-annual basis. Served as liaison between translators, editors, tennis team members, and tournament sponsors
- ◆ Contracted to serve as digital processor of legislative documents translated from Russian to English for Russky Corporation

HPO AGENCY, Tashkent, Uzbekistan

XXXX – XXXX

Marketing Assistant

- ◆ Scanned, proofed, and prepared promotional materials for client companies

SVETLANA FOREIGN-ECONOMIC COMPANY, Tashkent, Uzbekistan

XXXX – XXXX

Assistant / Translator

- ◆ Interpreted at meetings and negotiations for Company Director, his foreign partners, and local government officials

DAEWOO ELECTRONICS JV, Tashkent, Uzbekistan

XXXX – XXXX

Secretary / Translator to the General Manager

- ◆ Interpreted at business meetings; translated documents, such as business correspondence, weekly/monthly plans, and technical specifications of equipment produced

EDUCATION

A.S., Business

CUYAHOGA COMMUNITY COLLEGE, Cleveland, Ohio, xxxx