

YULIA GAREEVA

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SUMMARY

Seasoned administrative services professional with 10+ years of experience serving global markets with a focus on Industrial and Educational industries. Experienced Office Coordinator and interpreter/translator (English/Korean/Russian) with demonstrated history of cross-functional process coordination, aligning multiple teams, workstreams and budgets. Proven ability to bridge cultures and build effective relationships.

EXPERIENCE

NATIVE INTERPRETING, TRANSPERFECT, San Diego, New York, CA **05/2018 – Present**

Professional interpreter, providing language support for non-English speakers

Freelance Interpreter/Translator

Managing several concurring projects, planning schedules and ensuring highest quality of service

- **Traffic and Conversion Summit in San Diego** – onsite simultaneous interpretation
- **OECD** – coordinated and executed complex report translation on economic development
- **Chanun** - translated and voiced over dash-camera projects for Korean manufacturers

ERICKSON-HALL CONSTRUCTION COMPANY, Escondido, CA **05/2019 – 10/2019**

Construction company building schools, police stations, fire stations, churches

Administrator

Provided high-quality administrative support to ensure properly operations of a construction site:

- Managed document flow, tracked inspection logs, Skilled & Trained workforce logs
- Ensured compliance with safety policies and company standards
- Follow up with responsible parties to obtain/coordinate project information

KOREAN NATIONAL POLICE AGENCY, Seoul, South Korea **05/2015 – 10/2017**

National police force, providing all policing services throughout the country

Legal Interpreter/Contact Point

- Produced an accurate and complete interpretation of interrogations and Police statements (Ko-Ru, Ru-Kor), delivered effective communication between the parties
- Interpreted at Correction Institutions, Lawyer meetings, Superior Court Sessions

TOYO ENGINEERING (via RTC Ltd.), Seoul, South Korea **10/2014 – 12/2016**

Engineering Services Provider for Ethane Cracker Polyethylene/Polypropylene Manufacturing

Administrative Services and Translation Coordinator

Coordinated translation work and filing of documents in a high-volume engineering company:

- Managed a team of 4, provided guidance and coaching, planned and allocated resources
- Liaised with companies and managed budget, work flow, and specific project vocabulary
- Assisted with in-house project management and provided effective administrative support

Achievements:

- Identified optimal service provider and reduced project costs by 50%

GS ENGINEERING & CONSTRUCTION CORP., Seoul, South Korea **12/2012 – 09/2014**

Korea-based company principally engaged in the Construction and Civil Engineering businesses

Assistant Manager, Translation & Interpretation

Coordinated and performed office work, translation and proofreading of all engineering documents and meetings for Ustyurt Gas Chemical Complex Project

- Managed, delegated and liaised tasks to translation and service companies; submitted assignments to them electronically, distributed them according to the deadlines
- Planned, organized, and executed all department related work, supervised performance management, coordinated and interpreted at foreign delegation and engineering meetings
- Attended and participated in staff meetings, provided feedback and input regarding improvement of administrative and translation support services

GLOBAL ENGINEERING CO.LTD, Seoul, South Korea **01/2012 – 11/2012**

Engineering services provider

Office Coordinator and Personal Assistant to the Family of Uzbekistan Prime Minister in South Korea

Provided end-to-end administrative support and coordination in a fast-paced demanding setting:

- Managed calendars of Prime Minister family members and office staff
- Planned and coordinated business and personal events, planned and booked global travel
- Conducted primary research, provided oversight of project management tasks and budget
- Provided and prepared reports as requested

HYUNDAI ENGINEERING CO.LTD, Seoul, South Korea **03/2010 – 01/2012**

Engineering & construction services provider for major manufacturing and infrastructure projects

Translator/Proofreader – Gas Desulfurization Plant

Coordinated full cycle of translation services for a complex industrial project

- Translated, proofread, and edited complicated technical documents, drawings, manuals
- Assisted in providing administrative oversight of staff, maintained filing systems, document workflow and archives, prepared reports and presentations
- Managed and improved internal processes, helped with recruiting and onboarding

KHABAROVSK SHIPBUILDING YARD, Seoul-Khabarovsk, S.Korea-Russia **02/2004 – 03/2008**

One of the largest shipbuilding enterprises in the Far East of Russia

Head of Translation/Localization Team in Marketing Department **02/2006 – 03/2008**

Provided comprehensive administrative support to LCAC Murena-E Project for South Korean Navy

- Staffed, supervised and developed Team of Translators, coordinated the flow of materials between departments, prioritized and distributed work, managed the budget for some work
- Performed translation/interpretation work and administrative/secretarial duties during Warranty Team periods of stay for each ship, and
- Provided general office support for the team by answering phones, maintaining and organizing department budget, organizing and maintaining paper and electronic files, producing correspondence, handling complex international travel arrangements, preparing expense reports, arranging internal and external conference calls, formatting presentations

Translator/Interpreter **02/2004 – 02/2006**

- Provided simultaneous interpretation of business/engineering meetings, field interpretation
- Translated and proofread all technical documents and correspondence of the project
- Liaised, prepared and presented all sets of documents to Korean Immigration service

PACIFIC NATIONAL UNIVERSITY, Khabarovsk, Russia **01/2003 – 06/2004**

One of the largest higher education institutions of the Far East of the Russian Federation

English Professor

- Assisted the Head Teacher and Dean of the Foreign Languages Department to keep curriculum, courses and syllabi current
- Adopted teaching methodologies and complex information for students to comprehend easily, administered exams
- Planned, designed, coordinated, and assisted with a range of study plans, programs and services related to tutoring, supplemental instruction, and/or group study programs
- Analyzed, prepared and assisted in preparation of special and periodic reports
- Attended and participated in staff meetings, professional development seminars, and various college and university committees

EDUCATION AND PROFESSIONAL DEVELOPMENT

Horizons University	Paris, France
Master's Degree in International Marketing	2021 Expected
Sookmyung Women's University	Seoul, South Korea
Graduation Certificate of Korea Immigration and Integration Program	2012
Yonsei University, Institute of Korean Language	Seoul, South Korea
Certificate of Graduation of Institute of Korean Language	2010
Pacific National University	Khabarovsk, Russia
Bachelor of Arts in Foreign Language Education with Honors	2003

ADDITIONAL INFORMATION

Technical expertise: Microsoft Office (Word, Excel, PowerPoint), Adobe, Hangul, Procure, Primavera Contract Manager, SmartCat, Trados 2017, POS

Additional languages: Russian, Korean, German

Certificates: TEPS Certificate (English), TOPIC Level 4 (Korean)