

Adam Fuss / *Russian to English Translator*

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PROFESSIONAL SUMMARY

Certified Russian to English translator (native English) with 15 years of experience in Russian, Eurasian, North American and European organizations. Strong knowledge of business, current affairs and culture in Russia and the CIS. Significant experience working with a variety of business functions, including corporate communications, investor relations, HR, IT and legal.

AREAS OF SPECIALIZATION

<i>Primary working fields</i>	<i>Secondary working fields</i>
Business: Finance, Accounting, Audit, Tax, Insurance Legal: Contracts, Judicial Rulings, Official Documents	Business: Human resources, Employee Benefits Current Affairs: Politics, Human Rights Education Travel: Tourism, Hospitality

PROFESSIONAL EXPERIENCE

ABF Translations: 2008 – Present

Principal / Translator / Editor (Naperville, Illinois, USA)

Mmd Corporate and Public Affairs: 2005 – 2007

Senior Translator, Editor and Project Consultant (Moscow, Russia)

The PBN Company: 2004 – 2005

Director of Translation / Translator / Senior Editor (Moscow, Russia)

EDUCATION

Georgetown University, School of Foreign Service, Washington, DC

M.A., Eurasian, Russian and East European Studies

Supported by a *Foreign Language Area Studies (FLAS) Grant* from the U.S. Department of Education

Smolensk State University, Smolensk, Russia

Visiting student, Russian language, History

Supported by a *Fulbright Award* from the U.S. Department of State

Boston College, Chestnut Hill, Massachusetts

A.B., *cum laude*, History

CERTIFICATIONS, SOFTWARE, TOOLS & SKILLS

Translation: Qualified Translator (MITI), Institute of Translation and Interpreting

Translation Software: memoQ, Memsource

Productivity and Design Software: Windows, Mac OS, Office 365 (Word, Excel, PowerPoint, Access, Publisher), MS Project, MS Visio, Adobe Creative Suite (InDesign, Illustrator, Photoshop/Lightroom, Premiere)

Style Manuals: AP Stylebook, Chicago Manual of Style, and MLA Style Manual

Communication: Strategic Communication Management Professional (SCMP), Global Communication Certification Council (GCCC)

Project Management: Certified Project Manager, Xavier Leadership Center (Cincinnati, Ohio)

PROFESSIONAL ASSOCIATIONS

Institute of Translation and Interpreting (ITI)

American Translators Association (ATA)

International Association of Business Communicators (IABC)