

# Resumé of Jeffrey N. Skinner, B.Sc.

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- Languages.** English (native language)  
Russian (Georgetown University)  
French (Bishop Guertin HS, regular & honors courses)  
Swedish (self-taught, 12 years)  
Italian (self-taught, 9 years)
- Education.** Bachelor of Science in Russian with minor in Linguistics from Georgetown University (Washington DC, USA, 1997)
- Experience.** I have 4 years experience doing both paid and *pro bono* translations for various clients. Recent projects include:
- 2009
- SE>EN Proofreading and translation of official correspondence regarding clinical trials of pharmaceuticals
  - RU>EN Reports and recommendations on cosmetics manufacture
  - SE>EN Proofreading of reports on municipal housing policy
- 2008
- SE>EN translation of presentation on women's business subsidy program
- Other Experience.** 1995/1996 - Studied at St. Petersburg State University under the Council for Educational Exchange (CIEE). Took two University courses on Russian paleography and historical linguistics in addition to the prescribed curriculum for foreign students.  
2008. Earned the Cambridge English Language Teaching to Adults (CELTA) certificate at Bilkent University, Ankara, Turkey.
- Areas of Expertise.** Business/Financial.
- Yearly financial reports, shipping contracts
- Medical.
- Device testing protocols
- Pharmaceutical.
- Clinical testing analyses and applications for testing approval
- General.
- User manuals, workflow protocols, advertising campaigns, full-length newspaper and journal articles