**Arima Marder**

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**SUMMARY:**

I am a trilingual communications expert with U.S. military and NATO experience involving translation at military command centers, hospitals, judicial systems, official government meetings, seminars and business conferences. My action-oriented approach has been consistently recognized by my clients as highly innovative and of tremendous value, especially in complex and fast-changing environments. I have excellent knowledge and understanding of U.S., Russian, and Mongolian history – with a focus on current living conditions, traditions and political situations. Excellent documentation, communication, and customer service skills.

**Clearance:** Active Secret – DOD – 12/10/2019

**Certifications:** DLI, Afghanistan in Perspective Program 2019

                          DLI Foreign Language Center, Dari Rapport Course 2019

                          VCAT AFPAK 2019

**EXPERIENCE**

**International Security Assistance Force - Afghanistan** September 2019 to the Present

Expert Linguist - Mongolian

* Onsite interpreter and translator for the Mongolian Expeditionary Task Force (METF) during the Resolute Support Mission at New Kabul Compound (NKC).
* Interpreting all communications between the METF X, English-speaking North Atlantic Treaty Organization military forces (United States of America, United Kingdom, Denmark, Romania, Turkey and Poland) and civilian contractors.
* Translate documents from English to Mongolian as needed for the METF mission requirements with NATO partners. Disseminate classified and non-classified materials on a daily basis to military partners.
* Schedule all Role-1 Medical and Mass casualty training to include interpreting, providing instruction, and qualifying 350 METF students.
* Review, interpret, and translate all base regulations, Standard Operating Procedures, and General Orders for the METF.
* Ensure all Mission Essential records are up-to-date and compliant with current regulations.
* Available 24/7 for unscheduled and emergency Readiness Condition (RedCon) interpreter and translator as needed. Translated Russian pharmaceutical supplies for the English medical staff during local humanitarian relief for the COVID-19 pandemic. Instructing Russian language to High rank officers of NATO troop contributing countries.

**International Center for Language Services** February 2019 to August 2019

Expert Linguist - Mongolian

* Provided expert language and cultural instruction for the State Department/Defense Language Institute. In this role I taught one-on-one Mongolian instruction to dozens of diplomatic staff seeking to work at the U.S.  Embassy, Ulaanbaatar Mongolia.
* Consistently recognized by Federal supervisors for my ability to quickly attain language proficiency for my students.

**Escort Interpreter, Department of State** April 2003 to August 2019

Senior Diplomatic Interpreter

* Escorted distinguished delegations from around the World with many cultural exchange programs and provided interpreting service.
* Interpreted at high-level conferences, seminars and meetings
* Produced translating materials for both the U.S and Mongolian government.

**Freelance Medical Interpreter** August 2004 to the present

* Interpreted over 1,000 telephone calls between U.S. and Mongolian clients, with a focus on medical diagnostic and treatment protocols.

**Publications Authored**

* English-Mongolian, Mongolian-English phrasebook and dictionary: 2002 Hippocrene Books, Inc., New York, NY
* English phrasebook and dictionary for Mongolian audience: 2005, second edition 2020 Dayar Mongol Co. Publisher, Ulaanbaatar, Mongolia

**EDUCATION**

**Pushkin Institute, Moscow, Russian.**

June 1987

 Masters, Russian Language and Culture

**Mongolian State University, School of Foreign Language**, **Ulaanbaatar, Mongolia**

June 1985

Bachelors, Russian Language and Linguistic Studies

**Skills:** Proficient in Microsoft Office suite (Microsoft Word, Excel, Access, and PowerPoint)