

ELINA LEINO

SUMMARY OF QUALIFICATIONS

1989 - Present

Translator (free-lance, self-employed)

- Translations in special fields (commerce, intellectual property, medicine, science, etc.)
- Language combination: English-Finnish-English
- Other languages: Swedish, Russian

Judicial Clerk/Court Administrative Secretary (to retire 5-1-2021)

- Providing clerical and administrative support to the Judicial Officers, the and the managers, and members of the public, in the San Francisco Superior Court

EDUCATION

1989, University of Tampere, Tampere, Finland

Fil. Kand, Magna Cum Laude, (Equivalent to Master of Arts' Degree) in Translation and Interpretation of Finnish, English and Russian Languages, with a Minor (Approbatur) in Journalism

1990 – 1994

Completed 15 Units of the *Paralegal Certificate Program*, San Francisco State University, San Francisco, CA

PROFESSIONAL EXPERIENCE

October 1988 – Present

Free-lance translations in special fields

Judicial Clerk/Court Administrative Secretary

PROFESSIONAL MEMBERSHIPS

NCTA (Northern California Translators' Association, 2011 -

The California Court Clerks Association Inc.