



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Aivars Zarins**
Address Gravas 9, Madona, LV-LV-4801 (Latvia)
Telephone(s) +371 29429518
E-mail(s) aivarszar@gmail.com
Nationality Latvian
Date of birth 18/09/1973
Gender Male

Mobile |

Desired employment / Occupational field

Translation

Work experience

Dates	01/08/2010 →
Occupation or position held	Full-time freelance translator
Main activities and responsibilities	2011 Information Technology, 15,500 words, 3 projects Automotive, 1500 words, 2 projects Legal, Business/Forex/Finance) 5900 words Social projects (Migration) 20,000 words Marketing, ~30,000 words Medicine, ~5000 words, 2 projects Legal, ~1000 words, 2 projects Religion, ~1000 words, 1 project Biology, Chemical, 4000 words, 2 projects Other 2000 words Proofreading mostly for Google from English into Latvian. About 4700 pages (70 projects) reviewed.
Dates	2010
Occupation or position held	Translation of documents covering Technical translation subjects, ~5000 words
Name and address of employer	Translation of documents covering Marketing, Public Relations terminology, ~50, 000 words Translation of documents covering Information Technology terminology, 3000 words Other ~2000 words
Dates	01/02/2010 - 31/12/2010
Occupation or position held	IS administrator
Name and address of employer	A.A. Buvkompanijas
Dates	01/11/2008 - 31/03/2009
Occupation or position held	Project manager
Name and address of employer	A/s Exigen Services Latvia
Dates	01/2008 - 31/01/2008
Occupation or position held	Computer programmer
Main activities and responsibilities	Program development analyst

Name and address of employer	Datorzinību centrs Ltd
Dates	01/06/2006 - 30/07/2010
Occupation or position held	Part-time freelancer translator
Main activities and responsibilities	- Projects covering mainly fields of Education (Adaptation of various e-learning projects), Environment protection and Localization of web systems such as PHPBB forum. - Various SEO (Search Engine Optimization) projects for small and medium enterprises – from keyword selecting and copy-writing to web page development. - Web projects for NGO “Environmental Protection Club” and NGO “Celteka” - Vides aizsardzības klubs (Friends of Earth Latvia): publications on GMO, Renewable energy and other environment-related subjects
Dates	01/01/2004 - 31/08/2008
Occupation or position held	IT administrator
Name and address of employer	Teiči Nature Reserve
Dates	01/03/2003 →
Occupation or position held	IT administrator
Name and address of employer	State Revenue Service of Latvia
Dates	01/08/2001 →
Occupation or position held	Project manager
Main activities and responsibilities	Managements of web projects and all activities of the NGO
Name and address of employer	NGO Celteka
Dates	01/02/2000 - 31/03/2001
Occupation or position held	IT administrator
Name and address of employer	SEB Bank Madona branch
Dates	01/08/1998 - 31/08/1999
Occupation or position held	Accountant
Main activities and responsibilities	NGO "Vidzemes jauno talantu atbalsta fonds"
Name and address of employer	accountant

Education and training

Dates	01/03/2005 - 30/09/2005
Title of qualification awarded	MCP certificate
Principal subjects / occupational skills covered	Microsoft Certified Professional - programming, network administration
Name and type of organisation providing education and training	Baltic Computer Academy
Dates	01/09/2004 - 30/06/2006
Title of qualification awarded	MA Baltic philology
Principal subjects / occupational skills covered	Philology
Name and type of organisation providing education and training	Latvian University Faculty of Philology (University)
Level in national or international classification	MA

Dates 01/09/1992 - 30/06/1997
 Title of qualification awarded BA Pedagogy
 Principal subjects / occupational skills covered Primary school teacher, specialisation: Latvian as second language
 Name and type of organisation providing education and training RPIVA

Dates 01/09/1988 - 30/06/1991
 Title of qualification awarded Special education
 Principal subjects / occupational skills covered Motor Engineer
 Name and type of organisation providing education and training R/A VEF trade school

Personal skills and competences

Mother tongue(s) **Latvian**

Other language(s)

Self-assessment
 European level (*)

English

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B2	Independent user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences - Good communication skills gained through my experience in IT support service.

Organisational skills and competences - Good experience in project management.

Technical skills and competences Very good and wide range IT knowledge, work experience as accountant, technical education (automotive), banking sector and environment protection field.

Computer skills and competences - All Microsoft Office™ tools, Windows OS, networking, hardware and web practical experience for 11 years.

Artistic skills and competences Music, folklore.

Other skills and competences
 - Geography and orienteering.
 - Terminology
 - Programming

Driving licence(s) C, B

Additional information Participating of NGO Friends of Earth Latvia

Annexes MA and BA diplomas and MCP Certificate