PERSONAL INFORMATION Elena Agar

 28 Howe Close, Colchester, Essex CO4 3XD United Kingdom

 075 68348561

 e.agar@outlook.com

Sex Fem ale | Date of birth 18/05/1987 | Nationality Slovakian

WORK EXPERIENCE

October 2014 - Present Czech Interpreter

 *LanguageLine Solutions*

25th Floor, 40 Bank Street, London E14 5NR
**Job description**: English-Czech interpreting over the phone. This includes medical, police and legal interpreting.

February 2014 - Present Freelance Subtitling

*day for night\**

154 St Paul’s Rd, London N1 2LL, UK

**Job description**: Freelance movie and documentary subtitling from Czech into English.

October 2012 – September 2014 Personal Secretary

*BESTimp s.r.o. (www.bestimp.sk)*

Hradská 124, Bratislava 821 07, Slovakia

**Job description**: Helping to set up a family business in digital marketing. I was assigned to organize business meetings, contacting customers via telephone and e-mail, contract translation and business meeting interpreting for non-Slovak-speaking clients.

October 2011 – July 2012 ESN (Erasmus Student Network) volunteer

*ESN Almería*

University of Almería, Spain

**Job description**: Supporting international students, organizing meetings and events for Erasmus students.

December 2012 – February 2015 Private Support Worker

(full-time position during studies) *Miss Nicola Revell*

4 Valenta Close, Colchester, Essex, Colchester, Essex CO1 2FH

**Job description:** Assisting a disabled person with daily tasks in their own home.

December 2007 - October 2011 Support Worker

(full-time position during studies) *The Forest Homecare*

The Old Coalyard, 61 Alderford Street, Sible Hedingham, Essex CO9 3HX

**Job description:** Working with adults with learning disabilities or challenging behavior.

EDUCATION AND TRAINING

October 2013 – October 2014 MA Translation, Interpreting & Subtitling (Spanish – English)

**Place of study** : University of Essex, Colchester

September 2009 – July 2013 BA Modern Languages

**Place of study** : University of Essex, Colchester

**Subject** : Spanish, French, Italian.

September 2011 – July 2012 Erasmus Exchange Programme

**Place of study** : University of Almería, Spain

September 2008 - June 2009 Access Course

**Place of study**: Wes t Suffolk College, Bury St Edmunds

**Subject**: Popular Culture and Heritage

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| PERSONAL SKILLS Mother tongue(s) | Slovak |  |
| Other language(s) |  |
| English |  | C2 | C2 | C2 | C2 | C2 |
| Czech |  | C2 | C2 | C2 | C2 | C2 |
| Spanish |  | C2 | C2 | C2 | C2 | C2 |
| French |  | B1 |  B1 |  B1 |  B1 |  B1 |
| Italian |  | B1 |  B1 |  B1 |  B1 | B1 |

 Turkish A2 A2 A2 A2 A2

 Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

Communication skills Thanks to my international work experiences and academic studies, I have made a progress to achieve a strong competence in communication with people of a different background, culture and religion. During my time living abroad, I grew up as a person; I have learnt to be open-minded towards diverse opinions, to be respectful and tolerant.

 Organizational skills During the final year of m y undergraduate degree I took a role of a president of the International Student Society, founded by a friend of mine and myself. My duties were to plan and organize trips or events, fundraising for charities and weekly meetings with society members.

 During my Masters degree I organized two consecutive interpreting mock conferences, one in December 2013 and one in March 2014. My duties were: finding speakers for the event, liaison between speakers and interpreters, making and distributing the leaflets, organizing food and beverages for break times, problem solving. In the second conference in March, I also acted as the MC and took part in the interpreting.

 Throughout my studies at the university, I worked full-time hours in order to become independent and pay all the tuition fees. I worked in care sector as this suited the best around my university timetable.

 All the above experience has enabled me to develop the following personal abilities:

 Team player and strong leadership, organizational skills, flexibility and proactive personality, willingness to learn, undertaking responsibility, planning and coordination, problem solving.

Computer skills

Interests

Microsoft Office (Word, Excel, Outlook, PowerPoint), SDL Trados, WinCaps, Internet.

Traveling, foreign languages, literature, cinema, sport: yoga, swimming, cycling and hiking.