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| Europeancurriculum vitaeformat11 |
| Personal information |  |
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| Name |  | **RASA BIRUTĖ USELIENĖ**  |
| Address |  | **Smiltelės 31-10, Klaipėda LT-94260, Lithuania** |
| Telephone |  | **+370 683 67609** |
| E-mail |  | **userasa@gmail.com** |
| Nationality |  | **Lithuanian** |
| Date of birth |  | **20th September 1962** |
| Job applied for |  | **Translator / Proofreader**  |
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| Work experience |
| Dates (from – to)Name and address of employerType of business or sectorOccupation or position heldMain activities and responsibilities |  | Since March 2007 until now (with a break since 1st October, 2018 to 28th February, 2019)Self-employed (business under the certificate of the self-employed, No 443579)Services (translation / interpreting)**Freelance translator** (language groups: ENG-LT-ENG, FR-LT, RU-LT, RU-ENG); Cooperation with the following entities: 1) national and international translation agencies; 2) educational institutions; 3) business companies, 4) individuals. |
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| Dates (from – to)Name and address of employerType of business or sectorOccupation or position heldMain activities and responsibilities |  | Since 1st October, 2018 to 28th February, 2019Training and Traineeships Unit, Directorate-General for Translation, European Parliament, LUX - TOB 07A019Services (translation)**Translation trainee**Translation of European documents from English and/or French languages to the Lithuanian language; work on the terminology project. |
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| Dates (from – to)Name and address of employerType of business or sectorOccupation or position heldMain activities and responsibilities |  | Since 18 February 2009 to 4 February 2017Klaipeda Technology Training Centre – Puodžių str. 10, Klaipėda, LithuaniaVocational Training**Head of Textile Department (3rd managerial category), English language teacher (senior teacher)**Management of vocational education of the department; participation in arrangement of projects funded by EC and coordination of the project of structural funds (renovation of the school; 2009-2015); teaching the English language |
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| Dates (from – to)Name and address of employerType of business or sectorOccupation or position heldMain activities and responsibilities |  | Since September 2009 to September 2010West Lithuania Business College, Šilutės pl. 1, Klaipėda, LithuaniaHigher Education**English language lecturer** Teaching of the English language |
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| Dates (from – to)Name and address of employerType of business or sectorOccupation or position heldMain activities and responsibilities |  | Since January 2006 to 17 February 2009College of Social Sciences, Nemuno str. 2, Klaipėda, LithuaniaHigher Education**Head of International Relations Office; English language teacher**Institutional Erasmus coordinator, cooperation with foreign higher education institutions and business entities; administration of EU projects; teaching the English language |
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| Dates (from – to) |  | Since 1986 to 2006 |
| Name and address of employer |  | Klaipeda Dressmaking and Service Business School, Puodžių str. 10, Klaipėda, Lithuania |
| Type of business or sector |  | Vocational Education |
| Occupation or position held |  | **Vocational teacher (dressmaking), English language teacher, project manager** |
| Main activities and responsibilities |  | Teaching dressmaking, teaching the English language, project management |
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| Education  |
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| Dates (from – to)Name and type of organisation providing education and trainingPrincipal subjects/occupational skills coveredTitle of qualification awarded |  | 2016-2018**Klaipėda University, Faculty of Humanities and Education Sciences** English language, French language, Specialty Lithuanian Language, Text Analysis and Translation, Specialty Lithuanian, etc.Master’s degree in Linguistics (study program of English Language, Another Language (German/French) and Business Communication) |
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| Dates (from – to)Name and type of organisation providing education and trainingPrincipal subjects/occupational skills coveredTitle of qualification awarded |  | Since 4th February 2017 to 28th January 2018**University of Lisbon**, **Faculty of Humanities and Arts**French Language, English for Law, Academic Writing, English C2 Professional and Business Communication, Portuguese Language, etc.International student:studies under Erasmus+ program |
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| Dates (from – to)Name and type of organisation providing education and trainingPrincipal subjects/occupational skills covered Title of qualification awarded |  | 2004-2006**Klaipėda University, Institute of Further Studies** English Language Lexis and Grammar, English Language Methodology, English Language Literature, American Literature, Educational Psychology etc.**English language teacher** |
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|  Dates (from – to)Name and type of organisation providing education and trainingPrincipal subjects/occupational skills covered Title of qualification awarded |  | 1999-2000**Klaipėda University, Faculty of Education** Education, Psychology, Andragogy etc.**Teacher** |
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| Dates (from – to)Name and type of organisation providing education and trainingPrincipal subjects/occupational skills covered Title of qualification awarded |  | 1980-1985**Kaunas University of Technology** (former Kaunas Politechnical Institute of A. Sniečkus)Mathematics, Foreign language, Theoretical mechanics, Equipment of Dressmaking Industry, etc.**Engineer’s qualification (diploma with excellence) –** acknowledged by the Ministry of Education, Science and Sport of the Republic of Lithuania as Master’s degree |
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| Personal skills and competences |
| Mother tongue |  | **Lithuanian** |
| Other languages |
|  |  | **English** |
| Understanding (listening / reading) |  | C1 / C2 |
| Speaking (interaction / production) |  | C1 / C1 |
| Writing |  | C2 |
|  |  | **Russian** |
| Understanding (listening / reading) |  | C1 / C1 |
| Speaking (interaction / production) |  | C1 / B2 |
| Writing |  | B2 |
|  |  | **French** |
|  Understanding (listening / reading)Speaking (interaction / production) Writing |  | B1 / B2A2 / A2A2 |
|  |  |  |
| Social skills and competences |  | Good **communication** skills;**Team-work** skills; f**lexibility**; capability **to work in multicultural environment**. |
| Organisational skills and competences  |  | **Problems-solving** skills (creativity, innovativeness, etc.);Capability **to use information sources;****Management** skills. |
| Technical skills and competences |  | Very good command of *Microsoft Office* (*Word, Excel, PowerPoint, Internet Explorer*), use of software in everyday activities: *SDL Trados Studio* (advanced), *Cat4Trad* (intermediate), *Xbench* (advanced), *Verifika* (advanced), *MemQ* (intermediate). |
| Other skills and competences*.* |  | **Interest** towards **life-long learning** and learning various languages, communication with people of different cultures, travelling;**Intelligence** (ability to apply new knowledge into practice, analytical skills). |