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| European  curriculum vitae  format  11 | | | | | | |
| Personal information | | | |  | | |
|  | | | |  | | |
| Name | | | |  | **RASA BIRUTĖ USELIENĖ** | |
| Address | | | |  | **Smiltelės 31-10, Klaipėda LT-94260, Lithuania** | |
| Telephone | | | |  | **+370 683 67609** | |
| E-mail | | | |  | [**userasa@gmail.com**](mailto:userasa@gmail.com) | |
| Nationality | | | |  | **Lithuanian** | |
| Date of birth | | | |  | **20th September 1962** | |
| Job applied for | | | |  | **Translator / Proofreader** | |
|  | | | |  | | |
| Work experience | | | |
| Dates (from – to)  Name and address of employer  Type of business or sector  Occupation or position held  Main 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. | |
|  | | | |  | | |
| Dates (from – to)  Name and address of employer  Type of business or sector  Occupation or position held  Main activities and responsibilities | | | |  | Since 1st October, 2018 to 28th February, 2019  Training and Traineeships Unit, Directorate-General for Translation, European Parliament, LUX - TOB 07A019  Services (translation)  **Translation trainee**  Translation of European documents from English and/or French languages to the Lithuanian language; work on the terminology project. | |
|  | | | |  |  | |
| Dates (from – to)  Name and address of employer  Type of business or sector  Occupation or position held  Main activities and responsibilities | | | |  | Since 18 February 2009 to 4 February 2017  Klaipeda Technology Training Centre – Puodžių str. 10, Klaipėda, Lithuania  Vocational 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 | |
|  | | | |  |  | |
| Dates (from – to)  Name and address of employer  Type of business or sector  Occupation or position held  Main activities and responsibilities | | | |  | Since September 2009 to September 2010  West Lithuania Business College, Šilutės pl. 1, Klaipėda, Lithuania  Higher Education  **English language lecturer**  Teaching of the English language | |
|  | | | |  |  | |
| Dates (from – to)  Name and address of employer  Type of business or sector  Occupation or position held  Main activities and responsibilities | | | |  | Since January 2006 to 17 February 2009  College of Social Sciences, Nemuno str. 2, Klaipėda, Lithuania  Higher 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 | |
|  | | | |  |  | |
| 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 |
|  | | | |  |  | |
| Education | | | |
|  | | | |  | | |
| Dates (from – to)  Name and type of organisation providing education and training  Principal subjects/occupational skills covered  Title 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) | |
|  | | | |  |  | |
| Dates (from – to)  Name and type of organisation providing education and training  Principal subjects/occupational skills covered  Title 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 | |
|  | | | |  |  | |
| Dates (from – to)  Name and type of organisation providing education and training  Principal 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** | |
|  | | | |  |  | |
| Dates (from – to)  Name and type of organisation providing education and training  Principal subjects/occupational skills covered  Title of qualification awarded | | | |  | 1999-2000  **Klaipėda University, Faculty of Education**  Education, Psychology, Andragogy etc.  **Teacher** | |
|  | | | |  | | |
| Dates (from – to)  Name and type of organisation providing education and training  Principal 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 | |
|  | | | |  | | |
| 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 / B2  A2 / A2  A2 | | |
|  | |  |  | | |
| 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). | | |