



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Simona Misevičiūtė**
Address(es) Medėinos g. 17-49, LT-06139, Vilnius, Lithuania
Telephone(s) Mobile: +37064010118
E-mail simona.miseviciute@yahoo.com
Nationality Lithuanian
Date of birth 22 November 1983
Gender Female

Desired employment / Occupational field

Work experience

Dates	March 2010 – present
Occupation or position held	Supervisor, Translator/Proofreader/Editor (English-Lithuanian, Lithuanian-English)
Main activities and responsibilities	1) Translation of financial statements and other statutory information for corporate clients operating in a wide range of industry sectors; 2) Extensive expertise in translation and editing of audit and audit related documentation; 3) A thorough knowledge of terminology used in Business Accounting Standards of the Republic of Lithuania, International Financial Reporting Standards and International Standards on Auditing; 4) Translation of documentation required in different stages of participation in public procurement procedures (contract documents, technical specifications, pre-qualification documentation, proposals); 4) Translation of assets valuation reports, feasibility studies and other documents for other (non-audit) KPMG departments, i.e. Transactions and Restructuring, Risk Management Advisory; 5) Translation of material for Marketing and HR departments (internal publications, press releases, etc.); 6) Ensuring that the language used in documents is in line with the latest recommendations, instructions and regulations of the State Language Commission; 7) Managerial duties: organising and scheduling of translation tasks to meet strict deadlines during the busy season, meetings with management representing the Translations Department, job interviews, preparation of translation tests, coaching of new staff, planning, performance management.
Name and address of employer	KPMG Baltics, UAB, Lvivo g. 101, Vilnius, Lithuania
Type of business or sector	Audit
Dates	August 2009 – February 2010
Occupation or position held	In-house Translator (English-Lithuanian, Lithuanian-English) and Office Administrator (Director's Assistant)
Main activities and responsibilities	1) Translation of various texts for corporate clients and individuals; 2) Customer service, scheduling of translation tasks for freelance translators.
Name and address of employer	UAB Rivyda, Žalgirio g. 90, Vilnius, Lithuania
Type of business or sector	Translation Agency
Dates	September 2008 – present
Occupation or position held	Freelance Translator/Proofreader of Lithuanian Language

Main activities and responsibilities	Translation for different translation agencies and individuals of texts that fall within my areas of expertise, i.e.: 1) Finance and Accounting; 2) Politics and Government; 3) EU; 4) IT; 5) General. Main clients include SAP (software localization), Microsoft (MS Helium), Broadsoft (VoIP applications), Ministry of Science and Education of the Republic of Lithuania, HSBC and Franklin Templeton (investment funds), and many others.
Name and address of employer	UAB Tilde IT, TransPerfect Translations International, Inc., UAB Baltijos Vertimai, OKAS LANGUAGE SOLUTIONS LTD, ad Verbum Ltd
Type of business or sector	Translation

Dates March 2002 – June 2002

Occupation or position held Research

Main activities and responsibilities Collection of memories of deportees, political prisoners and freedom fighters regarding places of exile and confinement during the period after World War II.

Name and address of employer Genocide and Resistance Research Centre of Lithuania, Didžioji g. 17/1, 01128 Vilnius.

Type of business or sector Public sector

Education and training

Dates September 2006 – June 2008

Title of qualification awarded Master in Political Science, Comparative Politics

Principal subjects/occupational skills covered Political systems, research methods in political science, party organization, public policy and analysis, issues of politics of post-communist societies, history of diplomacy

Name and type of organisation providing education and training Vilnius University, Institute of International Relations and Political Science

Level in national or international classification ISCED 5

Dates September 2007 – February 2008

Title of qualification awarded Erasmus studies

Principal subjects/occupational skills covered Italian Language, Political Anthropology, Economics of International Trade, Comparative Politics

Name and type of organisation providing education and training Bologna University, Faculty of Political Science

Dates September 2006 – June 2007

Title of qualification awarded Pre-Master courses at Vilnius University, Faculty of Economics

Principal subjects/occupational skills covered Finance, Econometrics, Statistics of Economy, Management, State Economic Policy

Name and type of organisation providing education and training Vilnius University, Faculty of Economics

Dates September 2002 – June 2006

Title of qualification awarded Bachelor in Political Science

Principal subjects/occupational skills covered Internship at the Ministry of Social Security and Labour (4 months); principal subjects: political systems, research methods in political science, party organization, public policy and analysis, issues of politics of post-communist societies, history of diplomacy.

Name and type of organisation providing education and training Vilnius University, Institute of International Relations and Political Science

Level in national or international classification ISCED 5

Personal skills and competences

Mother tongue(s) **Lithuanian**

Other language(s)

Self-assessment

European level (*)

English

Italian

Russian

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
C1	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	A1	Basic user
A2	Basic user	B1	Independent user	A1	Basic user	A1	Basic user	A1	Basic user

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

Good ability to adapt to multicultural environments gained through summer work experience in the USA and studies in Italy; good communication skills gained through teamwork and interaction with the staff of KPMG Baltics, UAB.

Organisational skills and competences

Time management and priority setting skills acquired during the so called 'busy' periods at KPMG Baltics, UAB. Effective co-ordination of tasks among junior colleagues.

Technical skills and competences

Language and translation skills in a variety of subject areas acquired as a result of working with numerous translation fields, mainly Finance, Government and IT. The subject areas include Government, Politics, Public Sector, Banking, Financial Statements, Software Localization, and a wide range of general topics.

Computer skills and competences

MS Office Tools, SPSS (Statistical Package for the Social Sciences); CAT tools: SDL Trados, Logoport, Wordfast, SDLX

Driving licence

Category B

Additional information

Personal achievements: 1) Successful candidate for the EU competition EPSO/AD/218/11 (name on the 'reserve list'); 2) 2001: first place in Lithuania according to the results of the State Lithuanian Language Exam; 3) 1998: winner of Mathematics Olympiad at Vilnius Žemyna Gymnasium