



Europass curriculum vitae

Personal information

Surname(s) / First name(s)	Skarbovskis Dzintars
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Nationality(-ies)	Latvian
Date of birth	06-Oct-1976
Gender	Male

Desired employment / Occupational field

Freelance translator and terminologist

Work experience

Dates	08/06/2021 – 30/04/2024
Occupation or position held	Localization Tools Specialist
Main activities and responsibilities	Act as the dedicated Localization Tools Specialist, overseeing the transition from WorldServer to XTM and providing ongoing support. Collaborate with Localization Project and Program Managers to manage projects and troubleshoot issues related to workflows, filters, project templates, APIs, and other automation solutions. Deliver technical support to both internal and external users (linguists, quality managers, project managers) and offering necessary training when required. Administer access to the XTM Translation Management System (TMS) private instance for both internal users and external vendors. Undertake special projects including translation memory cleanup, large-scale project implementations, and manual workaround development. Execute macros and scripts for translatable files, validate the outcomes, and provide constructive feedback for continuous enhancement.
Name and address of employer	Expedia Group, Localization and Content Solutions, Corso Karlín, Křižíkova 34A, Prague, Czech Republic
Type of business or sector	Online travel booking services
Dates	01/08/2015 - 08/06/2021
Occupation or position held	Quality Manager Latvian – Localization Tools Manager
Main activities and responsibilities	Oversaw the localization and language quality assurance of websites, applications, generated content, marketing communications, and advertisements, translating them into Latvian. My duties encompassed a wide range of areas including UI, tourism, marketing, geography, SEO, and SEM content localization from English into Latvian. I also created SEO and SEM content in Latvian, trained translation vendors, ensured the quality of vendor-provided translations, and managed the creation and maintenance of reference materials, style guide, terminology, TM, and glossaries. As the Localization Tools Manager for Expedia's WorldServer implementation, I provided support and assisted Localization Project and Program Managers in project creation and troubleshooting. This involved handling workflows, filters, project types, business rules, and other automation solutions. I offered technical support to our internal and external users and provided necessary training. I managed access to the WorldServer TMS for both external vendors and internal users, totaling approximately 200 individuals. I also worked on special projects such as TM cleanup, large-scale project implementations, and manual workarounds. Additionally, I ran macros and scripts for translatable files, validated the results, and provided feedback for further enhancements.

Name and address of employer	Expedia Group, Localization and Content Solutions, Corso Karlín, Křižikova 34A, Prague, Czech Republic
Type of business or sector	Online travel booking services
Dates	13/02/2012 – 01/08/2015
Occupation or position held	Quality Manager Latvian
Main activities and responsibilities	Entrusted with the responsibility of localizing and ensuring the language quality of websites, applications, generated content, marketing communications, and advertisements, translating them into Latvian. My diverse range of duties encompassed UI, tourism, marketing, geography, SEO, and SEM content localization from English into Latvian. I also created SEO and SEM content in Latvian, trained translation vendors, ensured the quality of vendor-provided translations, and managed the creation and maintenance of reference materials, terminology, TMs, and glossaries.
Name and address of employer	Expedia Group, Localization and Content Solutions, Corso Karlín, Křižikova 34A, Prague, Czech Republic
Type of business or sector	Online travel booking services
Dates	06/10/2006 -31/01/2012
Occupation or position held	Terminologist
Main activities and responsibilities	At Tilde, I spearheaded the implementation of unified terminology across various projects within the Department of Localization and Documentation, as well as other departments. My role encompassed the creation and maintenance of a localized terminology database, alongside managing TM. I was instrumental in the development of new terms, enhancing the company's linguistic resources. I demonstrated proficiency in multiple language pairs, including English-Latvian, German-Latvian, Lithuanian-Latvian, and Russian-Latvian, ensuring accurate and consistent translations across these languages. In addition to my core responsibilities, I represented Tilde at the Commission of Terminology at the Latvian Academy of Science, further solidifying the company's presence in the linguistic community. As a member of the Terminology Sub-commission for Information Technologies, Telecommunications, and Electronics, I contributed to the standardization and development of terminology in these fields.
Name and address of employer	Tilde Ltd., Department of Localization and Documentation Vienības gatve 75a, Rīga, LV-1004, Latvia
Type of business or sector	IT, software development, localization, and translation
Dates	01/09/2009 – 01/01/2018
Occupation or position held	Freelance translator
Main activities and responsibilities	I specialized in the translation of technical texts from English and German into Latvian. My expertise spans a wide range of sectors, including Information Technology, Telecommunications, Marketing, Automotive, Machinery, Engineering, and Construction. My role involved meticulously translating industry-specific terminology and concepts, ensuring accuracy and consistency across all projects.
Name and address of employer	SDL Finland
Type of business or sector	Translation and localization
Dates	01/07/2008 -
Occupation or position held	Freelance translator
Main activities and responsibilities	I specialize in the translation of technical texts from English and German into Latvian. My expertise spans a wide range of sectors, including Information Technology, Telecommunications, Marketing, Automotive, Machinery, Engineering, and Construction. My role involves meticulously translating industry-specific terminology and concepts, ensuring accuracy and consistency across all projects.
Name and address of employer	Tetras GmbH Lise-Meitner Straße 1-13, Wuppertal, 42119, Germany

Type of business or sector	Translation and localization
Dates	01/09/2005 – 01/01/2011
Occupation or position held	Freelance translator
Main activities and responsibilities	I was entrusted with the task of translating technical documents from English, German, and Russian into Latvian. My work spanned across various sectors such as Information Technology, Telecommunications, and Engineering. This role required a deep understanding of industry-specific terminology and the ability to accurately convey complex concepts in the target language.
Name and address of employer	PR Stils Ltd Lāčplēša iela 36, Rīga, LV-1011, Latvia
Type of business or sector	Public relations
Dates	01/07/2005 – 01/06/2017
Occupation or position held	Freelance translator
Main activities and responsibilities	I was responsible for translating technical documents from English, German, Lithuanian, and Russian into Latvian. My expertise covered a broad range of sectors, including Information Technology, Telecommunications, Machinery, Engineering, and Construction. In addition to translating technical texts, I also specialized in localizing user interfaces, ensuring a seamless user experience across different languages.
Name and address of employer	Baltic Media Ltd. Elizabetes iela 2, Rīga, LV-1340, Latvia
Type of business or sector	Translation, localization, and language training
Dates	01/10/2001 - 01/10/2006
Occupation or position held	Editor of the IT Department
Main activities and responsibilities	Conducting comprehensive testing of cutting-edge software and hardware products, followed by the creation of detailed articles to share insights. Entrusted with the management of departmental operations, including the supervision of fellow journalists, and strategic planning for upcoming issues. Specialized in translating technical articles related to computers and software for magazine use. Responsible for the meticulous editing of articles prior to publication to ensure accuracy and clarity.
Name and address of employer	SK Latvia Ganību dambis 24a, Rīga, LV-1005, Latvia
Type of business or sector	Publishing
Dates	01/07/2000 - 01/03/2002
Occupation or position held	IT Administrator
Main activities and responsibilities	Responsible for the design and maintenance of the local network infrastructure. Managed and administered the development and ongoing upkeep of the website and e-commerce platform. Actively participated in the development of tourism information systems for both Riga City and the Riga Region.
Name and address of employer	Agency Riga 800 Rātslaukums 6, Rīga, LV-1050
Type of business or sector	Organizations of events, tourism information
Dates	01/09/1999 - 01/01/2001
Occupation or position held	Deputy Director for informatics and statistical analysis
Main activities and responsibilities	Led the instruction of Informatics for primary and secondary school students, while also spearheading the development and implementation of various IT projects. Successfully established a new computer classroom and developed the school's official website.

Name and address of employer Zemgales vidusskola (Zemgale Highschool)
Slampes pagasts, Tukuma novads, LV-3119, Latvia

Type of business or sector Education

Dates **01/10/1998 - 01/09/1999**

Occupation or position held **Editor of the Department of Economics**

Main activities and responsibilities Oversaw operations within the Department of Economics and authored analytical articles on Latvia's economic climate. Also contributed to the publication of articles on computer science and IT technologies.

Name and address of employer Neatkarīgā Rīta Avīze (Independent Morning Newspaper)/Preses nams
Balasta dambis 3, Rīga, LV-1048, Latvia

Type of business or sector Publishing

Education and training

Dates 01/01/2008 - 01/01/2010

Title of qualification awarded n/a

Principal subjects/Occupational skills covered Translation and terminology

Name and type of organization providing education and training Ventspils University College, Faculty of Translation

Level in national or international classification Higher education

Dates 01/09/1999 - 21/06/2001

Title of qualification awarded Master's degree in the social sciences of management

Principal subjects/Occupational skills covered Management information systems

Name and type of organization providing education and training University of Latvia, Faculty of Economics and Management

Level in national or international classification Higher education

Dates 01/09/1995 - 20/06/1998

Title of qualification awarded Bachelor of the engineer sciences in the computer science

Principal subjects/Occupational skills covered System analysis and development

Name and type of organization providing education and training Riga Technical University, Faculty of Automatic and Computing Technique (nowadays – Faculty of Computer Science and Information Technologies)

Level in national or international classification Higher education

Personal skills and competences

Mother tongue(s) **Latvian**

Other language(s)

*Self-assessment
European level (*)*

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

English
German
Lithuanian
Russian

Higher level	Higher level	Higher level	Higher level	Higher level
Higher level	Higher level	Higher level	Higher level	Higher level
Higher level	Higher level	Middle level	Middle level	Middle level
Higher level	Higher level	Higher level	Higher level	Middle level

Social skills and competences

Exceptional communication skills honed through extensive experience in mass media, working with diverse individuals. Proven leadership abilities demonstrated by managing small teams of 3-5 individuals in a media setting. Proficient in intercultural communication, gained from long-term work in an international environment where English was the primary language. Regular interaction with colleagues and partners from over 50 different nationalities.

Technical skills and competences

Proficient in computer architecture, networking, software development, and telecommunications. Additionally, I possess a strong understanding of machinery, construction, and related fields. My expertise spans both digital and physical domains, enabling me to bridge the gap between technology and practical applications.

Computer skills and competences

Proficient in a wide range of commonly used software, including the Windows 10 operating system, Microsoft Office Suite, Open Office Suite, various web browsers, and Adobe Acrobat Professional. I also have extensive experience with computer-aided translation tools such as Trados Studio, Passolo, MultiTerm, WorldServer (as both a user and administrator), XTM Cloud (as both a user and administrator), Across, MemoQ, and Memsource. Additionally, I am an experienced user of Jira, Confluence, Slack, and Salesforce, demonstrating my ability to adapt to different digital work environments.

Other skills and competences

Extensive expertise in the development of technical, marketing, and tourism-related terminology, with a focus on translation between the following language pairs: English-Latvian, German-Latvian, Lithuanian-Latvian, and Russian-Latvian. My strong linguistic skills and practical experience ensure accurate and contextually appropriate translations.

Driving license(s)

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