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| Europass  Curriculum Vitae | |  | | | | | | | | | | | | |
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| Personal information | |  | | | | | | | | | | | | |
| First name(s) / Surname(s) | | Agita Mikelsone | | | | | | | | | | | | |
| Address(es) | | Leona Paegles str 6-5., LV-4200, Valmiera, Latvia | | | | | | | | | | | | |
| Telephone(s) | | - | | | | | Mobile: | | | | + 371 25885766 | | | |
| E-mail | | tulkosanasdarbi@gmail.com | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Nationality | | Latvian | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Date of birth | | 17.10.1983 | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Gender | | female | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Desired employment / Occupational field | | Translator/freelancer/corrector | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | From year 2008 | | | | | | | | | | | | |
| Occupation or position held | | Translator/freelancer | | | | | | | | | | | | |
| Main activities and responsibilities | | In these years I have translated huge amount of different texts in several language pairs. | | | | | | | | | | | | |
| Name and address of employer | | Freelancer | | | | | | | | | | | | |
| Type of business or sector | | Translation/proofreading | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | 2006 | | | | | | | | | | | | |
| Title of qualification awarded | | Project management | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Making of the projects | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | “Professional Education Centre of the Vidzeme” | | | | | | | | | | | | |
| Level in national or international classification | | Additional education | | | | | | | | | | | | |
| Dates | | 2002-2005 | | | | | | | | | | | | |
| Title of qualification awarded | | Business Management | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | Business, marketing, languages, IT, SPSS, accounting | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | University of Vidzeme, Cesu str.4, Valmiera, LV-4200, Latvia | | | | | | | | | | | | |
| Level in national or international classification | | Highest professional | | | | | | | | | | | | |
| **Specify mother tongue**  **Other language(s)** | | Latvian  English, Russian, German | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
|  | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| Language - English | |  | 1. | C2 |  | C2 | |  | C2 |  | | C2 |  | C2 |
| Language- Russian | |  | 2. | C2 |  | C2 | |  | C1 |  | | C1 |  | C1 |
|  | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Social skills and competences | | I can easily contact with others, I am active, and I am trying to look at everything positively. I have the ability to find common ground with people of all ages and contingent. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Organisational skills and competences | | With pleasure I take a part in social activities. I have ability to organize a considerable amount of event (up to 2000 participants), I have long history of event organization. | | | | | | | | | | | | |
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| Computer skills and competences | | I have good skills in the computer field: MS Office, Open Office, Google Translation Tool, local translation program Tilde ([www.letonika.lv](http://www.letonika.lv)), Internet (Internet Explorer, Firefox, Opera, and Google Chrome), Adobe. I have basic skills in working with accounting programs. | | | | | | | | | | | | |
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|  | |  | | | | | | | | | | | | |
| Other skills and competences | | I have good translation skills. I can do my job fast and in good quality. I am always paying big attention to the source text and its context. I have translated large amount of different kind of texts in Russian, English and Latvian. I have cooperated with serious companies. I have experience with Internet Glossaries. **My rate per word is 0.05 $ and per hour 15$.** I can translate about **2500 words per day**.  My translation areas are: **business, marketing, IT, psychology, pedagogy, law and building**. | | | | | | | | | | | | |
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| Additional information | | Any references and contact persons You can get on request. | | | | | | | | | | | | |
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