***CV***

**Personal details: DAINA LARMANE**

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**Personal profile:**

A professional, hardworking and reliable translator with more than twenty years of experience in translation of different types of texts in a variety of areas. I am highly organised, with very good computer skills and excellent attention to detail. A native Latvian speaker with fluent English, multilingual experience and ability to learn new things quickly, I am looking for a new challenge which will allow me to use my existing and develop new skills.

**Key skills:**

* language skills: Latvian (mother tongue), fluent English ( degree in English philology, translation and terminology), EFL teacher, everyday communication in a UK company
* experience in translation and proofreading (English – Latvian – English)
* communication skills (including intercultural communication skills developed in international project management)
* teamwork skills
* excellent organisational ability
* accuracy, good attention to detail
* excellent command of Microsoft office, working knowledge of TRADOS

**Employment history**

• 1993- today

*Freelance translator*

Translation, proofreading

• September 2007- January 2013

Vidzeme University of Applied Sciences (VUAS)

*Translation Study programme director*

Development of the study programme, administration and quality control.

• September 2002 – January 2013

Vidzeme University of Applied Sciences (VUAS)

*EFL teacher*

Courses taught: *English for IT students, English for Political Science Students, English for Business Administration Students, Translation Theory, and Modern Technologies in Translation*.

• September 1999 – September 2002

Vidzeme University of Applied Sciences (VUAS)

Distance and further education projects manager

• September 1997- September 1998

Madona Water, Ltd

Secretary-interpreter

• September 1981- June 1999

Valka Secondary School No. 1, Madona Gymnasium

EFL teacher

**Academic qualifications:**

Master’s degree in translation and terminology

Ventspils University College (2005 – 2007)

Higher education in English Philology

Qualifications: philologist, teacher, translator

University of Latvia (1976 – 1981)