

# Curriculum Vitae

## PERSONAL INFORMATION

Name	<b>Hiljar Laansalu</b>
Date of birth	27.11.1995
Address	Mahla 78-40, Tallinn, Estonia
Telephone	+372 56626681
E-mail	<a href="mailto:hiljar.laansalu18@gmail.com">hiljar.laansalu18@gmail.com</a>

## EDUCATION

2003-2015	Tallinn Arte Secondary School
2016-...	Tallinn Construction School (TCS)

## WORK EXPERIENCE

2014 jan. – oct.	Sidekick Content – translator <u>Work assignments:</u> translating different type of texts from English to Estonian
2015 feb. – mar.	Transcube Technologies – translator <u>Work assignments:</u> translating technology based texts from English to Estonia
2015 jun. – 2017 mar.	Haba Trading B.V. – content translator <u>Work assignments:</u> translating various items for their E-shop in Estonia and translating their webpage from English to Estonian
2015 apr. - ...	Invedyn, LLC – Estonian translators tester <u>Work assignments:</u> translators tester
2017 feb. – feb.	Simplex Translations – freelance translator <u>Work assignments:</u> translation of legal documents from English to Estonian
2016 sept. – 2017 jan.	GLXY OÜ – translator <u>Work assignments:</u> translation of GLXY webpage and posts from English to Estonian.
2017 apr. – present	Bureau Translations – translator <u>Work assignments:</u> translation of different subjects and documents given by the company

2016 may – present	Universal Translation Services – translator <u>Work assignments:</u> English to Estonian translation for different subjects using SDL Trados.
2017 nov. – present	IYUNO Media Group – subtitle translator <u>Work assignments:</u> Translating movies (documentaries, action, adventure, sports) and TV-shows from English into Estonian.
2017 oct. – present	SDI Media Group – subtitle translator <u>Work assignments:</u> Translating movie subtitles from English into Estonian.
2017 sept. – present	Daglo Vertriebs GmbH – translator and customer service representative <u>Work assignments:</u> translating their website and products from English into Estonian; customer service representative on their page using Zendesk and on Facebook.

## **KNOWLEDGE OF LANGUAGE**

Estonian	Native
Russian	Speech medium, writing medium; Have been learning for 7 years. Have chatted with Russian people.
English	Bilingual, Speech excellent, writing excellent; learned approximately 16 years and using it every day.

## **KNOWLEDGE OF COMPUTERS**

Daily use	Microsoft Office Word, Excel, Chrome SDK, Skype, FAB Subtitler, Subtitle Workshop
Learning	Adobe Illustrator, Adobe Photoshop
Programming	Python, HTML, CSS, little bit C++. Javascript

## **ADDITIONAL INFORMATION**

Strong aspects	Positive, honest, polite, hard-working, punctual.
Recommended working time	8 a.m. – 7 p.m. (GMT +3)
Availability for work	ASAP – As soon as possible