**Curriculum** **vitae**

**Personal information:**

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|  | Irina Udalejeva |
|  | Silciema iela 13, Riga, Latvia |
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**Job:** Translator

**Education:**

|  |  |
| --- | --- |
| 2014 – 20172015-2016/07  | Latvia University – Bachelor - History of China and Chinese language. 西北工大学 / Northwestern Polytechnic University, China “Exchange student- Chinese language” –got scholarship |

**Work Expierience:**

|  |  |
| --- | --- |
| 2009- 2012 | “Cantral Laboratory” - operator |
| 2013-20142014-2014 | Hotel– AdministratorHotel– Administrator |
| 2015- 2015 | ”OK Hotel” - Administrator |

2014- 2016 Edem-Tour – Translator

**Now - Studying in China**

**Training and Courses:**

Web-disainer

English Courses

Confucius Institute at Latvia University

SDL Trados

**Languages:**

|  |  |
| --- | --- |
| Russian- Fluently Latvian- FluentlyEnglish- Good Chinese- Studying |  |

Greeting!

Dear Sir/Madam

I am writing to apply for the translator position.

I am a native Russian speaker, also I speak fluently Latvian language, I am good in English, and studying Chinese.

For the past years I was worked in Hotel as an administrator, I was communicate with people with different language, day by day I was improve it. Now I’m student of Latvia University. My measure is Chinese language and history. Last year I was study in China, from 2015/09/03 until 2016/07/01; there I was use only English and Chinese language , my language is improved, but still I’m developed it, In the end of this year I’m planning take exam HSK , and next year I will take IELTS exam. Now I’m practice translate documents, literature and grammar a lot, I started use SDL Trados program, I ‘m studying very quickly. I agree work for less money until sometime. My rates is 0,04 per word. I work only with translation documents.

If you need more detail information, please contact with me

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Sincerely,

Your Udalejeva Irina