

Janis Tjarve

Vesetas iela 18-12
Jaunkalsnava, Madonas novads
LATVIA, LV-4860

Home: (+371) 6 48 26503
Cell: (+1) 267 337-7039
e-mail: janis.tjarve@gmail.com

PROFILE:	Highly skilled and experienced professional Interpreter / Translator. Delivering outstanding quality and high accuracy translations. Flexible and adaptive to new work environment; with great stress-management capabilities when interpreting. Well presented and courteous; always adhering to the interpreter's code of conduct. Always striving for perfection in new and challenging assignments.
LANGUAGES:	Native Latvian speaker Fluent in English; close-to-native level of written and spoken language Fluent in Russian; very good command of spoken and written language German – basic knowledge Spanish – studying
EDUCATION:	2002 – 2006 Ventspils University College, Latvia Department of Translation Studies: English-Latvian-Russian specialisation BA in Translation/Interpreting 1994 – 1997 Madona City College, Latvia General upper secondary education
PROFESSIONAL EXPERIENCE:	Freelance Translator/Interpreter 2000 – Present (English – Latvian – Russian) <u>Translation</u> (over 2,000,000 words translated to date): technical/legal texts; web-page content, manuals, tender documents, business projects, business correspondence, movie scripts, scientific research papers, general texts etc. <i>Topics covered:</i> consumer electronics, building and construction, medicine, laboratory equipment, chemistry, airspace, agriculture, environmental science, civil engineering etc. Some recent translation examples: <ul style="list-style-type: none">▪ Panasonic Latvia webpage: product description, technical specs (English > Latvian); over 15,000 words▪ Business project “District Heating Systems in Ventspils City, Latvia” (Latvian > English); over 20,000 words▪ Movies/TV: complete translation of ABC’s television sitcom “8 Simple Rules” 2nd season series (English > Latvian); 25 episodes, over 80,000 words <u>Interpreting</u> (over 500 hours of interpreting experience): conference-, consecutive- (incl. press-conferences), simultaneous-, liaison-, whispered-, public service-, telephonic-. <i>Topics covered:</i> building and construction, geosynthetic materials, labour markets, tax and benefits, medicine, social matters, marketing, legal affairs, environmental issues etc. Interpreting assignment examples: <ul style="list-style-type: none">▪ Telephonic interpreting (via Language Services Associates) for UK’s Revenue & Customs (HMRC), National Health Service (NHS), Department of Work and Pensions (DWP), the Home Office and other government institutions (English <> Latvian <> Russian)

- Nordic/Baltic seminar for EURES Line Managers “Working Together in the Nordic-Baltic Labour Market” (Nov., 2005); simultaneous interpreting (16 hrs), (English <> Russian)
- “Introducing Colbond Geosynthetic Materials into Latvian Market”, a seminar organised by The Latvian State Roads organisation: consecutive interpreting (6 hrs), (English <> Latvian)
- “TriAx Geogrid – Revolution in World Road Construction”, a press conference and a seminar organised by *Tensar International Corporation, Inc.*; consecutive interpreting (over 20 hrs), (English <> Latvian <> Russian)

Proof-reading: technical texts, legal texts, business correspondence, sports related materials

Audio Transcription: TV documentaries, promotional video materials

KEY ORGANISATIONS WORKED FOR:

Latvia: Baltic Media, APLIS info, SDI Media Latvia, Angelos Translations, OK Buvmateriali Ltd.

UK: Language Service Associates (USA contractor), Language Matters, Pearl Linguistics, Linguassist Interpreting & Translation Services.

OTHER EXPERIENCE:

1998 – 2015 Company Owner / Operations Director
 Workshop Manager / Senior Bicycle Mechanic
 Sales Consultant / Training Course Tutor.

At various bicycle shops and bicycle servicing companies throughout the World.

Duties have included: managing the entire operations of a company, training new mechanics and developing the skills of the experienced ones, liaising with clients on grand-scheme projects, designing bicycle prototypes for emergency services' crews and building their operational fleets (e.g. London Ambulance Service, St.John Ambulance, City of London Police, Metropolitan Police, UBS investment bank, a.o.), delivering bicycle mechanics' courses, managing parts stock levels, providing shopping advice and assistance, assessing clients' bikes, general bicycle repairing, etc.

IT SKILLS:

Computing/IT: Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook, etc), Open Office, and utilising of internet resources.

CAT tools: Across (primary), SDL Trados, Word Fast

INTERESTS/ HOBBIES:

Travelling: Travelled extensively in North America and Europe

Photography: Keen amateur photographer (undertaken some courses)

Sports: Cross-country skiing, MTB cycling, orienteering, endurance and adventure racing. (Participated and occasionally took the pedestal in some racing events in the US, Latvia and the UK).

REFERENCES:

Available upon request.