Curriculum Vitae

**Ieva Numure**

Latvia

(371) 20177495

ieva.numure@gmail.com

**Offered language services: translation, subtitling, machine-translation postediting.**

**WORK EXPERIENCE:**

**September 2019 – March 2021:** Participation in translation project “TM19: Translation of standardized technical texts in the field of industrial/intellectual property rights”

**01.11.2013 – present Freelance Translator**

Cooperation with many translation agencies in Latvia

Legal documents, texts about marketing/tourism, economics, transport, and logistics

Rates: 8,00 EUR per page.

Main translation subjects: legal, marketing, product descriptions, instructions, technical texts. I am working with texts about tourism und economics. I have translated two storybooks for children.

**EDUCATION AND TRAINING:**

**01.09.2010-01.06.2014 Professional bachelor’s degree in Translation**

Ventspils University College, Ventspils (Latvia)

**PERSONAL SKILLS:**

Native language Latvian

|  |  |  |  |
| --- | --- | --- | --- |
| Other language(s) | UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| German | B2 | B2 | B2 | B2 | B2 |
| English | B2 | B2 | B1 | B1 | B2 |
|  | Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user |

Organisational/managerial skills: Good teamworking skills; self-discipline.

Job-related skills: good command of CAT tools such as Across, SDL Trados Studio, MemoQ, “NEMO”; Microsoft Office, Transit.

Language combinations: German – Latvian; English – German; English – Latvian