



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Dāvis Andīņš
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E-mail	davis.andins@live.com
Nationality	Latvian
Date of birth	17.08.1987
Gender	Male

Desired employment / Occupational field

Customer Service Agent

Work experience

4 months

Dates	01.11.2010 - present
Occupation or position held	IT Support Agent
Main activities and responsibilities	General and enterprise software support
Type of business or sector	IT services

3 years

Dates	01.05.2007 - present
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of technical and EU related texts
Type of business or sector	Language services

6 months

Dates	30.05.2007 – 30.11.2007
Occupation or position held	Barman/Waiter
Main activities and responsibilities	Customer service
Type of business or sector	Catering

Education and training

Dates	2006-2010
Title of qualification awarded	Professional translation/interpretation in and out of the languages German/Latvian/English
Principal subjects/occupational skills covered	Translation (both written and oral) in and out of German/Latvian/English
Name and type of organisation providing education and training	Ventspils University Collage

Level in national or international classification	Professional higher education																																																		
Dates	2003-2006																																																		
Principal subjects/occupational skills covered	Basic skills in science and humanitarian subjects, with focus un German as 1 st foreign language and translation																																																		
Name and type of organisation providing education and training	Āgenskalna ģimnāzija																																																		
Level in national or international classification	Secondary education																																																		
Dates	1994-2006																																																		
Name and type of organisation providing education and training	Tukuma Raiņa 1. vidusskola																																																		
Level in national or international classification	Primary education																																																		
Additional education	<p>01.09.2009-01.12.2009 Writing of the bachelor's paper in the university of Hildesheim, Germany</p> <p>01.07.2009-01.08.2009 Internship at SIA eurosript Baltija</p> <p>20.03.2008-10.04.2008 Intensive programme WISSTRANS, Jonian University, Kerkyra, Greece</p> <p>03.04.2004-14.04.2004 Exchange programme in Weilburg, Germany</p> <p>20.11.2003-05.12.2003 Exchange programme in Christian-Albrechts-Universität zu Kiel and Philipps-Universität Marburg</p> <table><tr><th colspan="4">Understanding</th><th colspan="4">Speaking</th><th colspan="2">Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th colspan="2">Spoken interaction</th><th colspan="2">Spoken production</th><th colspan="2"></th></tr><tr><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C2</td></tr><tr><td></td><td>C2</td><td></td><td>C2</td><td></td><td>C1</td><td></td><td>C1</td><td></td><td>C1</td></tr><tr><td></td><td>A1</td><td></td><td>A1</td><td></td><td>A1</td><td></td><td>A1</td><td></td><td>-</td></tr></table> <p>(*) Common European Framework of Reference for Languages</p>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production					C2		C2		C2		C2		C2		C2		C2		C1		C1		C1		A1		A1		A1		A1		-
Understanding				Speaking				Writing																																											
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	C2		C2		C2		C2		C2																																										
	C2		C2		C1		C1		C1																																										
	A1		A1		A1		A1		-																																										
Social skills and competences	Extensive experience in communicating within multi-lingual workgroups																																																		
Organisational skills and competences	Ability to constantly face deadlines, independently set goals and distribute workload, gained through experience as a freelance translator																																																		
Computer skills and competences	Excellent knowledge of Microsoft operating systems (Windows 2000, XP, Vista, 7) and Microsoft Office 03/07/10 software (MS Word/Excel/Power Point/Outlook) as well as SDL Trados translation software (own 2007 Freelance and Studio 2009).																																																		
Driving licence	B																																																		