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**Email:** [erika\_burdeniukaite@neomailbox.net](mailto:erika_burdeniukaite@neomailbox.net)

**Address:** 26 Wedgewood Road, Hitchin SG4 0EX

**Languages:** English, Russian, Lithuanian, Arabic, Ukrainian

# **Erika Burdeniukaite**

**Multilingual office professional**

Industrious and resourceful individual experienced in secretarial, PA and translation duties, particularly in the legal and medical field. Self-motivated ‘peoples-person’ with a strong commitment to personal and professional excellence in all areas.

# **Personal profile:**

# **Key skills:**

## Compelling verbal and written communication in five languages;

## Strong secretarial and administration skills including database management, email organisation, responding to enquiries, invoicing, and minute-taking;

## Well-organised with optimal time management and multi-tasking capabilities;

## Great team player with the ability to build and maintain good working relationships across all levels;

## Proven event planning skills with the competence to plan and execute functions with minimal supervision;

## Good experience and understanding of the legal and medical fields;

## Intermediate level IT skills with full use of Microsoft Office and a typing speed of 50wpm on average, good experience of Trados 7 Freelance, SDL Trados TagEditor, OmegaT, Adobe Acrobat, Microsoft Word, Microsoft Excel, Powerpoint.

# **Significant achievements**

## Developed and sustained a freelance translation and interpreting service for over five years, working with a range of clients in the corporate legal, medical, media and telecommunication fields;

## Successfully launched a translation and linguistic assistance networking website, single-handedly managing the launch event alongside the administrative tasks of domain registration and hosting, and organising and uploading content to the site ([www.simonpure-translations.com](http://www.simonpure-translations.com)), due to go live later this year;

## Taught English as a second language to children, young people and adults at Language Institutes in Cairo, as well as assisted students with preparations for the IELTS, A-levels and other examinations.

# **Career history:**

**Medical Translator/Reviser May 2012 - August 2012**

**Zebra Translations Limited – Hertfordshire**

* Translate and edit clinical trial management and medical documents from Lithuanian, Russian and Ukrainian into English;
* Translate and edit clinical trial protocols, patient information and informed consent forms and investigator contracts for inclusion in the database;
* Translate and edit hospital discharge reports and pharmaceutical regulatory affairs, such as SmPCs, package leaflets and labelling;
* Edit translations to ensure consistency of terminology and compliance with house formatting guidelines;
* Manage database system using the FileMaker Business software, including jobs, suppliers, clients, reports and sales prospects;
* Communicate with vendors/suppliers via email or phone.

**Administrator November 2011 - May 2012**

**Chase Farm Hospital (NHS) – London**

Assist with various administration needs as required.

* Update manual filing records and digital records stored in a computerised database, maintain the office's filing cabinet and records management practices and apply them to electronic records systems;
* Maintain records of all the correspondence associated with applications and request any additional information from applicants through telephone calls or emails;
* Respond to phone calls, emails and letters and request references to check facts such as desirable applicants' characteristics, qualifications gained and previous jobs held;
* Schedule appointments for the interviews to be held by the Department Manager and keep a well ordered Manager's diary.
* Create laminates of poster, leaflets and booklets, file hard-copy documents, handle distribution and printing;
* Update front sheets of the stored files and insert them into applicable policy or procedures, as well as prepare to delete expired files and documents from the server storage of filing cabinet.

**Support Advisor September 2011 - May 2012**

**Disability Information and Advice Project**

**Enfield Disability Action (EDA) – London**

Provide support and assistance to disadvantaged and disabled individuals in the community in the areas of official correspondence.

* Professionally compose complaints letters, claim requests, appeals, and various other forms of official written documentation;
* Assist with filling out employment, benefits, or health-related medical forms.

**Freelance Translator** **(self-employed)** **2006 - present**

**UK and abroad**

Undertake various translation and interpretation contracts to resolve issues, engage in negotiations, and reach agreements for clients mainly in the legal and medical sector, including The Princess Royal Trust for Carers and Druskininkai City Museum in Lithuania. Previous tasks include:

* Accurately managing customer database information and taking detailed minutes for senior management meetings;
* Assisting in closing out deals for real estate purchase and attaining agreements for the importing and exporting of goods;
* Translating, proofreading and editing various contents;
* Researching and analysing documentation for legal frameworks, bodies of law, healthcare providers and telecommunication companies, ensuring consistent use of correct terminology and context.

**Literature Workbook Former (author)** **2005 - 2006**

**Modern House for Publishing and Distributing – Cairo, Egypt**

Spearheaded the production and implementation of the Literature Reading Skills Practice Workbook, aimed at sharpening clients reading skills. Responsible for scheduling assignments, proposing ideas, performing tasks, and presenting the finished work.

**English as a Foreign Language Tutor** **2005 - 2006**

**Linguistic Centres and Schools** **– Cairo, Egypt**

Prepared and successfully executed creative learning strategies to enable large groups of clients to quickly grasp English as an additional language.

* Constructed a flexible learning program that enabled English to be taught as a second language to various large groups ranging from children to adults;
* Supported students with their IELTS, A-Level and other exam preparation.

# **Education:**

**OCR Level 3 Certificate in Text Processing with Legal Options 2012**

**OCR Level 3 Certificate in Database**

Lewis Secretarial and Computer College, Devon, UK

**Level 3 Community Interpreting Course 2012**

Mary Ward Centre, London, UK

**Certificate in IT User Skills (ECDL Extra, Level 2) 2011**

Exchange Group Edmonton Green, London, UK

**KAZ Keyboarding skills 2011**

UK Online Learndirect Business

**Preparatory Course for the Diploma in Translation of**

**the IoL Educational Trust (English to Russian)** **2009 - 2011**

### City University London, UK

**Arabic Language Study Program** **2006 - 2008**

### Arab Academy, Cairo, Egypt

**Computer and Information Systems and Multimedia** **2004 - 2005**

### London Metropolitan University, London, UK

**Lithuanian Philology Baccalaureate 2013**

### Vilnius University, Vilnius, Lithuania

# **Interests & activities:**

I have a keen interest in nature photography and a passion for learning new languages. In my spare time I enjoy reading, web design, yoga and Tai Chi meditation. I am a professional member of the ProZ Translators Network.