Zane Makejeva

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I am a current student of MA Computational Linguistics at the University of Wolverhampton. I am currently undertaking such modules as Python Programming, Research Methods, Computational Linguistics, Technology for Translation, Corpus Linguistics with R, and Machine Learning for NLP.

Employment History:

July 2019 to Present

Slater and Gordon Lawyers UK New Client Services Advisor

Understanding the needs of clients, empathising and providing a high level of client care, receiving incoming new enquiry instructions via telephone, collating information with accuracy throughout the initial enquiry capture process, assessing enquiries with a view to acceptance, contacting clients and obtaining additional information to assist in the appropriate allocation of the file.

DA Languages

September 2018 to present Face to face interpreter

Latvian to English and English to Latvian face-to-face interpreting

Sainsbury’s Supermarkets LTD

May 2018 to December 2018 Customer Agent/Administrator

Telephone interviewing Customer and Trading manager position applicants and working with Excel spreadsheets, video interview scoring, raising and posting job roles online, dealing with store manager and candidate queries over phone and emails, producing HR correspondence such as offer of contract letters, maintaining of data on the HR Information System, input, storing and retrieving accurately and aligning to data protection including any emails and hierarchy changes letters, achieving daily targets.

Education

2020-2021, University of Wolverhampton

MA Computational Linguistics

2015- 2018, University of Salford

BA (Hons) English Language Classification: 2:1

2009- 2012, Saldus Secondary School No 2.

Passed exams in English, Latvian, History of Latvia and World and Mathematics

Additional Info:

Languages: English (fluent), Latvian (native), Russian (B1), Spanish (currently learning, B1).

CAT tools: Memsource, Wordfast

Public Speaking: a member of Toastmasters International Manchester Orators Club

Toastmasters International Manchester Orators Club has improved my effectiveness in developing and presenting ideas, ability to offer and accept constructive criticism, honed my management skills and ability to give better presentations.