|  |  |
| --- | --- |
| PERSONAL INFORMATION | Beatrise Bogatireva |
|  | |
|  | 283, St. Pauls Avenue, Jersey City, NJ 07306, USA |
| 1-347-369-7335  1-203-818-2481 |
| beatriseb@yahoo.com |
| http://www.proz.com/profile/657608 |
| Skype beatriseb |
| Sex Female | Date of birth 06/01/1952 | Nationality Latvian |

|  |  |
| --- | --- |
| JOB APPLIED FOR  POSITION  PREFERRED JOB  STUDIES APPLIED FOR | Translator / freelance / French and English linguistics |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| 2014  2013    2002 -  1975-2002 | Contract Court Interpreter |
| Federal Courts, USA |
| * Interpreting into Latvian in court proceedings providing simultaneous, consecutive interpretation and sight translation, as needed. * Translating documents.   Business or sector Legal  Interpreting for Board of Education of NYC  Schools in New York   * Providing simultaneous and consecutive interpreting / translating into Russian and French * Providing interpreting / translating for CSE/HHVI reviews, parent-teacher meetings, impartial hearings, staff development and graduations * Assisting the students with interpreting / translating during the tests   Freelance Translator and Reviewer  of texts from English, French, Spanish, Polish, Swedish, Italian into Russian, Latvian, English, French.  Mainly Technical and Legal texts  Specialised in Translation of Technical and Legal texts, more experience in Government, Public sector, EU, Finance, Economics, IT, Automotive, Civil Engineering, Construction, Electrical, Household Appliances, Medical Equipment, Energy, Environment.  End clients: I have worked for many clients such as European Parliament, EuroparlTV, European Commission, UN, UNESCO, Johnson Controls, Iberdrola, Renault, Electrolux, Nikon, GE Capital, Société Générale, Smiths Heimann, SDMO, Class tractors and many others.  Part-time Freelance Translator/Reviewer/Interpreter mainly from French into Russian/ Latvian  Latvian Tourism Development Agency webpage translation LV-FR,  Notary documents, Statutes, Conference Interpreting  End clients: Latvian Enterprises, Institutions, Private persons |
|  |
|  |  |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |  |

|  |  |  |
| --- | --- | --- |
| 2007-2009  2003-2004  1970-1975 | Master Studies in Legal Translation | t |
| Ventspils University College, Latvia | |
| * Private Law * Public Law * EU institutions and their functions * EU Legal Framework * EU Legal act translation EN-EN, FR-EN * Law of international organizations * Translation of the documents in Commercial Law * Machine Translation * Translation work organisation and management   Professional Program – ESL Teacher ISCED 6  Latvia University, Latvia     * Innovation in ESL teaching * School Pedagogy * Pedagogical practice * Research in ESL teaching * Developmental psychology * History of Foreign language teaching methods * Intercultural approach to the learning * Thinking approach to language teaching   French Linguistics and Literature, Translation, BA  Latvia University, Latvia   * Psychology * Pedagogy * Teaching methodology of French * General Linguistics * Foreign Literature * French language and literature * French geography, history and culture * Latin * English * Swedish * Translation practice * Diploma thesis: Certaines difficultés lexicales et grammaticales de la traduction technique | |

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Latvian and Russian | | | | |
|  |  | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | C1 | C1 | C1 | C1 | C1 |
|  |  | | | | |
| French | C2 | C2 | C2 | C2 | C |
|  |  | | | | |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  Common European Framework of Reference for Languages | | | | |

|  |  |
| --- | --- |
| Communication skills | good communication skills gained through my experience as a tour guide |

|  |  |
| --- | --- |
| Organisational / managerial skills | leadership (was responsible for a team of 70 people as a director and owner of a private company organizing tours, language courses, translation services) |

|  |  |
| --- | --- |
| Job-related skills | time management - managing own time and the time of others |

|  |  |
| --- | --- |
| Computer skills | good command of Microsoft Office™ tools and CAT tools: Trados7 / Trados Studio 2014 / Wordfast / Fluency / MemoQ / Across / Transit / InDesign  Subtitling tools: Sysmedia / Subtitle Workshop 4,0 |

|  |  |
| --- | --- |
| Other skills | Knowledge of Spanish, Italian, Polish, Swedish. |

|  |  |
| --- | --- |
| Driving licence | B |

|  |  |
| --- | --- |
| ADDITIONAL INFORMATION |  |

|  |  |
| --- | --- |
| Memberships | ATA |

|  |  |
| --- | --- |
| ANNEXES |  |

|  |  |
| --- | --- |
|  | copies of diplomas |