

CURRICULUM VITAE

Desired employment: Freelance translator (EN-LV)

Name: Sanita SUPE
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Languages: Latvian - native
English, Russian – excellent (C2)
German, French – basic (A1)

Education:
Sept. 1986 - June 1992 University of Latvia, Faculty of Foreign Languages. Diploma of a philologist and translator of the English language (equivalent to Master of Arts)
Sept. 1975 - June 1986 General secondary education

Work experience:

Since August 2018 - Freelance translator

Some of my recent biggest projects include:

- Translation of texts for the European Commission on a regular basis;
 - Translation of texts for the European Parliament's EuroParITV web (since Oct. 2018 and ongoing – usually on a weekly basis);
 - Syndicated Loan Agreement for a municipal company;
 - Continuous Improvement Framework Manual for a global construction materials manufacturer;
 - Code of Ethics for a global advisory services provider;
 - Website/app localization (plus transcreation where needed) – for two international money transfer companies, a leading global tourism industry player, an international distributor of nutritional supplements, and an international online job vacancy portal;
 - several ISOs – occupational health safety, risk and anti-bribery management;
- and a regular flow of documents – banking (Terms&Conditions, press releases, internal rules, etc.), business (contracts, codes of ethics, privacy notices, etc.), legal (powers of attorney, legal assistance requests, court rulings, etc.)

Nov. 2008 – July 2018

News agencies **BNS-Latvija**, **Latvian News Service**, **LETA** (the name changes are due to reorganizations and a merger which took place between 2014 and 2018, but basically it was the same company and the same job)

In-house translator, translation of political and business news, press releases, other texts.

Apr. 2010 – Sep. 2011

Euroscript Baltic

Part-time translator, translation of the European Parliament documents from English to Latvian.

Jan. 2007 – Nov. 2008

Ernst&Young Baltic audit company

In-house translator, translation of auditor's reports, financial statements and other documentation related to the business of an audit and consulting company.

Dec. 1998 – Jan. 2007

BNS-Latvija news agency

In-house translator, translation of local political and business news.

Sept. 2005 – Oct. 2009

Archetypon S.A. Latvia

Part-time translator, translation of the European Parliament documents from English to Latvian.

Sept. 2001 – Dec. 2005

Cordex Media

Part-time translator, translation of articles from Russian to English for The Baltic Course quarterly business magazine.

Sept. 1998 - Dec.1998

Latvian State Revenue Service (VID)

In-house translator at the Unit for Implementation of the VID Modernization Project, translation of documents from English to Latvian, including procurement and tax compliance manuals.

Sept. 1992 - Sept. 1998

A&S translation office

First part-time translator and then (from Nov. 1994) in-house translator, translation of various texts, mostly legal documents requiring notarization.

Feb. 1992 - Nov. 1994

LETA news agency

In-house translator and editor, translation of world news from English to Latvian.

Sept. 1991 - Jan. 1992

University of Latvia

English language teacher with the university's Chair of Foreign Languages, teaching of English to students of the Faculty of Chemistry.

Oct. 1986 - Sept. 1991

Various secretarial jobs.

CAT tools:

SDL Trados Studio 2019 Freelance, Wordbee, Memsource, MateCat, Smartling, Smartcat

Additional training, conferences, seminars:

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| March 3-31, 2022 | Online training course for translation to easy-to-read language provided by University of Latvia as part of the EU-funded project for promotion of social inclusion. |
| November 12, 2021 | Annual conference “Latvian Language in the European Union – Development of Terminology in the European Union and Latvian Institutions and Mutual Cooperation” in Riga organized by the Directorate-General for Translation (DGT) of the European Commission (held remotely). |
| November 11, 2021 | Seminar “Translating Europe. Translation and Business” in Riga organized by the Directorate-General for Translation (DGT) of the European Commission (held remotely). |
| November 1, 2019 | Annual conference “The Latvian language in the European Union – the future of the translator’s profession in the changing technological and political reality” in Riga organized by the Directorate-General for Translation (DGT) of the European Commission. |
| October 31, 2019 | Seminar “Translating Europe, Translating Policy” in Riga organized by the Directorate-General for Translation (DGT) of the European Commission. |
| May 17, 2019 | The 5 th Conference “The Latest Issues in Translation Studies” organized by the Department of Contrastive Linguistics, Translation and Interpreting of the Faculty of Humanities of the University of Latvia and the Latvian Association of Interpreters and Translators in Riga. |

- April 15, 2019 Seminar "Punctuation and Grammar: Complicated Cases" conducted by Assoc. Prof. Ilze Lokmane, the University of Latvia, and organized by the Latvian Association of Interpreters and Translators in Riga.
- November 8, 2018 Seminar "Translating Europe. Translator's Work – From Data to Language" in Riga organized by the Directorate-General for Translation (DGT) of the European Commission.
- 2007-2008 French language classes at the French Institute in Latvia.
- Nov. 25-26, 2005 Annual international conference of the translators' portal ProZ.com in Krakow, Poland.
- Feb. 7-10, 2006 A seminar for translators organized by Koks un Komforts translation company in cooperation with the Latvian Association of Interpreters and Translators (LTTA).

Other important facts:

In addition to my full-time employment, in the past I also worked as a freelance translator on certain projects for the Translation and Terminology Centre (now the State Language Centre, which is the Latvian government agency responsible for official translation of national and international legislation), the OSCE Office for Democratic Institutions and Human Rights (ODIHR) in Riga, the Latvian Association of Local Governments etc.