

Aivars Zarins

DATE OF BIRTH:
18/09/1973

CONTACT

Nationality: Latvian

Gender: Male



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WORK EXPERIENCE

11/08/2014 – CURRENT

Translator and manager

SIA AZ Translations

Legal documents, Marketing texts, and IFUs: Medical devices, Technology, Automotive, Marketing and IT (including mobile apps and web pages)

~ 1500 pages translated and 10,000 pages proofread each year.
Languages: English<->Latvian and Russian<->Latvian

Madona, Latvia

01/08/2010 – 30/04/2017

Full-time freelance translator

English<->Latvian and Russian<->Latvian freelance translator

Main fields: Medical devices, Technology, Automotive, Marketing and IT, in total approx. 8,000 pages translated

01/10/2014 – 28/02/2015

Trainee

EC DGT

Translator in European Commission, Directorate-General for Translation.

Luxembourg, Luxembourg

01/06/2006 – 30/07/2010

Part-time freelancer translator

Technical translation.

01/02/2010 – 31/12/2010

IS Administrator

A.A. Buvkompānijas

IT system administration, IT security system implementation.

01/11/2008 – 31/03/2009

Project Manager

A/s Exigen Services Latvia

Project manager of development projects of Internal Information Systems

01/2008 – 31/01/2008

System analyst and project manager

Datorzinību centrs Ltd

IT system analyst and project manager of programm development

01/01/2004 – 31/08/2008

IT Administrator

Teiči Nature Reserve

01/03/2003 – 31/08/2005

IT Administrator

State Revenue Service of Latvia

01/08/2001

Project Manager

NGO Celteka

Managements of web projects and all activities of the NGO

01/02/2000 – 31/03/2001

IT Administrator

SEB Bank Madona branch

01/08/1998 – 31/08/1999

Accountant

NGO "Vidzemes jauno talantu atbalsta fonds"

EDUCATION AND TRAINING

01/06/2015 – 15/10/2015

Electrician, qualification course

01/01/2013 – 2015 – Riga, Latvia

MA Pedagogy

RARZI

01/09/2004 – 23/06/2006

MA Baltic philology

University of Latvia, Faculty of Philology

01/03/2005 – 30/09/2005

MCP certificate

Baltic Computer Academy

Microsoft Certified Professional - programming, network administration

Field(s) of study

- Computing

01/09/1992 – 30/06/1997

BA Pedagogy

RPIVA

Primary school teacher, specialisation: Latvian as second language

Field(s) of study

- Humanities

2006

Microsoft Desktop Support technician, Microsoft Server administrator course and exam

2000

Network administrating and programming 6 month course

LANGUAGE SKILLS

MOTHER TONGUE(S): Latvian

OTHER LANGUAGE(S):

English

Listening
B2

Reading
B2

**Spoken
production**
B1

**Spoken
interaction**
B1

Writing
B2

Russian

Listening
C2

Reading
C2

**Spoken
production**
C1

**Spoken
interaction**
C1

Writing
B2

ORGANISATIONAL SKILLS



Organisational skills

- Good experience in project management.

COMMUNICATION AND INTERPERSONAL SKILLS



Communication and interpersonal skills

- Good communication skills gained through my experience in IT support service.

JOB-RELATED SKILLS



Job-related skills

Very good and wide range IT knowledge and especially programming, web development, work experience as accountant and in banking sector . Technical education (automotive, electric engineering).