

CURRICULUM VITAE

- 1. Name:** Renuars Hausmanis
2. Date of birth: 30 January 1976
3. Nationality: Latvian
4. Civil status: married
5. Contact details: mobile phone: +371 29547695; e-mail: rhausmanis@gmail.com

6. Education:

Institution	University of Latvia, Faculty of Modern Languages
Date: from /to	1994 – 1998
Degree(s) or Diploma(s) obtained	Bachelor's Degree in English philology, Professional Translator's Qualification

7. Language skills: (Mark 1 (lowest) to 5 (highest) for competence)

Language	Reading	Speaking	Writing
Latvian	5	5	5
English	5	5	5
Russian	4	4	2
German	3	2	2
Spanish	3	2	2

- 8. Other skills:** PC: MS Office, SDL Trados
9. Key qualifications: Accounting and financial reporting, tax, legal, marketing and technical.

10. Translation experience:

- Accounting and financial reporting:
 - Financial statements of companies from various industries (banking, insurance, manufacturing, food processing etc.) prepared in accordance with the Latvian legislation and International Financial Reporting Standards (IFRS)
 - Auditors Reports issued in accordance with the Latvian legislation and IFRS
- Financial:
 - Articles on financial advisory topics
 - Reports issued to clients
- Tax:
 - Letters of tax advice
 - General texts on taxation, including scientific papers on tax
- Legal:
 - Contracts for advisory and audit services
 - Descriptions of legal procedures
 - Latvian legislation
- Marketing
 - Product descriptions (cosmetics, electronics)
 - Web site content for a food production company
 - Various articles and names of organizational units
- Technical:
 - IT advisory, including IT security
 - Technical manuals, including for medical devices
 - Texts on automobiles

11. Professional Experience Record:

Date: from/to	September 2005 – to date
Location:	Riga, Latvia
Company:	KPMG Baltics SIA
Position:	Support Coordinator
Description:	Main translation related responsibilities: <ul style="list-style-type: none">• Translation and proofreading of texts in the area of specialty using Trados. Review and advice on translation;• review and oversight of assistant's work in the area of translation, assistant's training on various matters, including translation and text formatting based on KPMG standards, Trados training.

Date: from/to	14 December 1998 – September 2005
Location:	Riga, Latvia
Company:	KPMG Baltics SIA
Position:	Translator
Description:	Responsibilities: <ul style="list-style-type: none">• Translation of audit, financial, accounting, tax, legal and general texts from/to English;• Translation of IT and information risk management texts and reports issued to the largest Latvian entities;• Assistance to junior staff on translation and terminology issues;• Quality control of translations in the above areas;• Maintenance and search for appropriate terminology;• Customisation and implementation of the standard Word document templates for office use.

Date: from/to	December 1997 - December 1998
Location:	Riga, Latvia
Company:	IU Translingua
Position:	Translator
Description:	translation of various technical and other texts, work on the translation of the NACE classifier into Latvian.

12. Other

Personal interests include history, cars, computers.

Training:

2000 – one week language training courses for professionals by ABC Languages, Cambridge, UK

2002 – accounting course for non-professionals organized by KPMG

2003 – time management courses organized by KPMG

2006 – Trados training by SIA Mestako

2009 – IFRS training for KPMG staff translators, Madrid, Spain

15 October 2009