

VAIDA CESNAUSKE

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Personal Profile

A self-motivated, organised and detail-oriented Freelance Translator (LT to EN and EN to LT) with a proven experience and track record of success in translating webpages, contracts and documents in a Business and Retail environment. A member of *Chartered Institute of Linguists*. An enthusiastic person with outstanding communication, relationship-building and motivation skills; competent in building customer and employee relationships which inspire customer loyalty. A constant learner with up to date knowledge in various policies, procedures and processes as well as computer technologies, bringing forth a positive work ethic and a commitment to integrity. Confident in promoting my own services all over the internet and always eager to learn and introduce new services on my website and social media. Strong ability to multi-task and prioritise, extremely precise and dedicated.

Professional Skills

- Excellent and effective **written, verbal and non-verbal communication** skills;
- Excellent multi-tasking skills;
- Strategic **planning** and **creative writing** skills;
- Strong **time management** skills including **organisation, punctuality, staying calm under pressure**, ability to **multitask to achieve set deadlines**;
- A great level of **initiative**;
- Self-starter with a passion for **fast paced decision making and problem solving**;
- Superb **attention to detail with accuracy**;
- Ability to **prioritise tasks, workload management** skills;
- **Flexible, active, energetic**, and able to work in a **challenging environment**;
- **Cultural awareness and intelligence**;
- **Multilingual:** English (Proficient), Lithuanian (native), Russian (intermediate).

Education & Qualifications

2020

- **Translation as a career course** – The Open University, UK;

2020

- **Human Resources certificate** – Alison e-learning, UK;

2019

- **CPD certificate/HR Management Level 2** - Oplex careers, UK;

2019

- **CPD certificate/Recruitment consultant** - Oplex careers, UK;

2019

- **Payroll management** - Online academy, UK;

2019

- **NVQ 2 in Business and Administration** - Hertford Regional College, UK;

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2004 - 2008

- **BA in English Philology** - Vilnius Pedagogical University / Lithuania;

2003 – 2004,

- **Professional degree in English language and International Communications** – Vilnius Business College, Lithuania.

Most Recent Employment History

Freelance Translator / Interpreter

April 2015 - present

Freelance, self-employed, UK

Key achievements:

- **Successfully translated over 500 complete projects, ranging from documents to entire websites, from Lithuanian to English and from English to Lithuanian.**

Current duties include but are not limited to:

- Performing various translation and interpretation duties from Lithuanian into English (or English to Lithuanian), including written texts, various contracts, documents which do not require certified translation, etc;
- Using my superb creative writing skills to translate or create new CVs and Cover letters for various positions in the UK or Europe;
- Looking after my own web page and business page; posting to attract more new customers;
- Planning and organising my day to day duties;
- Dealing with various customers in a calm manner;
- Always looking for new ways to attract more customers and introducing new products;
- Various interpretations over the phone (NHS, Job Center, Home Office and HMRC – via recruitment agency).

Branch Administrator (part-time)

Sep 2014 – Dec 2015

Eriks UK, Darford, Kent

Duties included but were not limited to:

- Resolved all inquiries and maintained inventory of all office supplies; placed required purchase orders; performed all clerical work for all sales groups;
- Managed payroll and timesheets for agency staff;
- Overseen all job lot billing for customers; provided all warehouse shipments and processed all customer credits to resolve all customer issues;
- Monitored processing of all branch transactions and prepare reports;
- Managed and resolved all issues in customer accounts;
- Performed regular invoicing of all clients and provided support to branch staff;
- Provided technical support to all branch activities and maintained professional relationships with customers and sales departments to resolve all customer issues.

Technical Skills

- Excellent knowledge of **MS Office** (Word, Excel, PowerPoint);
- Advanced **Information Technology** skills;
- **PDF conversion and compression**;
- Experienced in using **thefreedictionary.com**;
- A member of **ProZ**;
- Basic knowledge of **SmartCAT**;
- **Webpage** creation and maintenance;
- **Social media** marketing and advertising.

Past Employment History

Passenger Service Agent **July 2011 – Dec 2014**

Swissport Gatwick Airport, Horley, West Sussex

Duties included but were not limited to:

- Ensured that a high level of customer service was provided to all passengers and airlines;
- Ensured compliance with all DFT regulations for check-in and boarding procedures;
- Ensured all excess baggage and applicable fees were collected without exception;
- Ensured sufficient stationery was completed for each flight;
- Assisted with PRM passengers;
- Reported any accidents/incidents to the shift supervisor;
- Assisted passengers at self-service kiosks.

Purchasing Manager / Buyer **Feb 2010 – July 2011**

Sinerta LDC, Lithuania

Duties included but were not limited to:

- Dealt with suppliers from China and Poland on a daily basis;
- Translated contracts and proofread them to ensure accuracy;
- Developed and executed purchasing strategies;
- Ensured that targets were met and exceeded;
- Assessed, managed and mitigated risks.

Purchasing Manager / Buyer **May 2007 – Feb 2010**

Stampline Echo Stamp, Lithuania

Duties included but were not limited to:

- Dealt with suppliers from China, USA, Germany and Poland on a daily basis;
- Translated contracts and import documents; proofread to ensure accuracy;
- Developed improvement plans;
- Planned import and export; booked transport; contacted the Customs daily;
- Updated company's webshop and introduced new products on Facebook (www.stampline.lt).

Freelance Translator **Oct 2004 – Feb 2011**

Self-employed, Lithuania

Key achievements:

- **Recognised by one of the Lithuanian private colleges for translating the study program of Arts for several years in a row.**

Duties included but were not limited to:

- While studying and working, I also worked for some translation agencies which always provided me with documents to translate – it was mainly business documents and university programs.

*** References are available upon request ***