

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Arvydas Svirka**

Nationality Lithuanian

Date of birth 22-01-1975

Work experience

Dates 2006 – until now

Occupation or position held Freelance translator

Main activities and responsibilities

EN-LT combination – more than 500k source words per year (alphabetical list):

Automotive: user manuals for passenger vehicles, tractors, construction machines; aftermarket product and service descriptions, marketing information for distributor websites, etc.;

Aviation: aircraft on-board equipment specifications, aircraft descriptions in sales adds, aircraft purchase agreement; etc.;

Chemical industry: product descriptions for adhesives, cleaners, lubricants, etc.;

Energy: renewable energy materials, nuclear power materials, gas turbine manuals, combined cycle plat manuals, power transformer manuals, etc.;

Localization: telecom firmware and software, crane firmware, smartphone OS (Android), different websites, etc.;

Safety: MSDS, training materials, warning information, etc.;

Technical in general: user manuals for different electronic equipment, wire cutting machines, air conditioners, bottle filling machines, packaging equipment, printing presses, office equipment, cameras, power tools, telecom equipment and software, white goods; different catalogues, etc.;

Name and address of employer Different translation agencies

Dates January 2008 – January 2010

Occupation or position held Project Manager

Main activities and responsibilities

Responsibility for the whole project starting with signed contract and ending with complete equipment start-up: making timetables, ordering equipment, working with suppliers from various countries, preparation of documentation (including translations), supervision of equipment installation and start-up.

Name and address of employer UAB KEMEK Engineering, Taikos str. 130A, LT-05226 Vilnius, LITHUANIA

Type of business or sector Industry sector

Dates January 2006 – December 2007

Occupation or position held Manufacturing Technician

Main activities and responsibilities

Preparation of new products for production process: preparation of documentation, programming of wire cutting machines, support with to people working on production floor when starting a new product, manufacturing of product samples, translating various English texts to Lithuanian for management's communication with Lithuanian workers.

Name and address of employer	Elite Electronic Systems Ltd, Lackaboy Industrial Estate, Enniskillen, Co Fermanagh, United Kingdom, BT74 7JT
Type of business or sector	Industry sector. Electronics
Dates	June 2002 – October 2005
Occupation or position held	Head of the Group. Utility Service
Main activities and responsibilities	Leading utility service responsible for maintenance of electrical part of the glass production equipment, maintenance of networks of electricity supply, also supply of compressed air, water (city water, cooling water, industrial water), natural gas, oxygen, cooling air from air blowers; organizing work of the whole team according to strict schedules; working with contractors on the equipment installation projects; planning budgets for equipment installation projects; planning and taking preventive measures necessary to reduce equipment downtime; training newly employed engineers
Name and address of employer	Company EKRANAS, Elektronikos str. 1, Panevezys LT-35116, Lithuania, www.ekranas.lt; EKRANAS is manufacturer of picture tubes for TV sets; it employs 3500 employees
Type of business or sector	Industry sector
Dates	March 1998 – June 2002
Occupation or position held	Electrical engineer
Main activities and responsibilities	Leading a team of 5 electricians who were responsible for equipment and electrical network repairs; working with personal safety documentation; reading all electrical drawings and organizing work according to it; being responsible for reducing equipment downtime by taking preventive measures; working with foreign electrical engineers on international equipment installation projects; making small electrical or mechanical drawings using AutoCAD software; ordering parts and materials for equipment maintenance or equipment installation; solving problems together with electricians; training new personnel; participating in safety examination commissions' work.
Name and address of employer	Company EKRANAS, Elektronikos str. 1, LT-35116Panevezys, Lithuania, www.ekranas.lt; EKRANAS is manufacturer of picture tubes for TV sets; it employs 3500 employees
Type of business or sector	Industry sector
Education and training	
Dates	January 2004 – November 2004
Title of qualification awarded	New technologies and management, certificate No NS 001154
Principal subjects/occupational skills covered	Improvement of current production, law subjects, communication and partnership
Name and type of organisation providing education and training	Vilnius University, Lithuania
Dates	January 2004 – December 2004
Title of qualification awarded	Competence of learning how to learn, certificate No ŽV-0060
Principal subjects/occupational skills covered	Presentation of ideas, conception maps and VEE diagrams, reflecting successful actions and understanding which competence has caused it, making plan for competence improvement, making competence portfolio and others.
Name and type of organisation providing education and training	Institute of Knowledge Society , Lithuania, www.zvi.lt
Dates	September 2000 – June 2001
Title of qualification awarded	Electrical engineer of process control, diploma No A 022973
Principal subjects/occupational skills covered	Technology of thin layers, economical reasoning of engineering solutions, systems of supervisory control and data collection, technology and control of flexible automated production, robotized systems, technological equipment and it's control systems, graduation dissertation theme – Induction Heating System.

Name and type of organisation providing education and training | Kaunas Technology University, Faculty of Technology, Lithuania

Level in national or international classification | ISCED 5

Dates | September 1995 – June 2000

Title of qualification awarded | Bachelor degree in automation and control, diploma No A 019515

Principal subjects/occupational skills covered | Theory of automatic control, electrical and electronic circuits, electrical machinery, electrical drives, control elements of electrical drives, control systems of electrical drives, computerized drawing (AutoCad), automation of pneumatics and hydraulics, programming and using of industrial controllers and others.

Name and type of organisation providing education and training | Kaunas Technology University, Faculty of Technology, Lithuania

Level in national or international classification | ISCED 5

Personal skills and competences

Mother tongue(s) | Lithuanian

Other language(s) | English, Russian

Self-assessment <i>European level (*)</i>	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Russian	B2	B2	B2	B2	B2

(*) Common European Framework of Reference for Languages

Computer skills and competences | Experienced in SDL Trados Studio, SDL Passolo, MemoQ, and different cloud-based CAT applications

Technical skills and competences | Ability to translate documents and to interpret – achieved working with various document translations and taking part in various meetings and corporate projects with foreign partners.
Equipment maintenance skills – achieved working as an electrician, later as an engineer.
Ability to design electrical diagrams and mechanical drawings using AutoCAD – achieved working as an engineer.
Ability to solve problems in equipment circuitry on start-up – achieved working as an engineer in various projects.
Ability to write simple codes for some types of PLC's – achieved while studying in the university.
Ability to make project time schedules, budget planning – achieved while working as head of the utility group.

Other competences | Driving experience: since 1996