





## PERSONAL INFORMATION

## Maren Pärn



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Sex Female | Date of birth 05/06/1963 | Nationality Estonian

## PREFERRED JOB

Translation, transcreation, editing

## WORK EXPERIENCE

- 
- |                 |   |
|-----------------|---|
| 04/2013–Present | <b>Translation Experience</b><br>Not to be disclosed, (Spain)<br>Clinical Trial documents, Patient Information, SOPs<br><br><b>Business or sector</b> Pharmaceutical  |
| 12/2011–Present | <b>Translation Experience</b><br>Not to be disclosed, (UK)<br>Glossary Translation, Owner's Manuals, Transcreation of Marketing and Ad Campaigns<br><br><b>Business or sector</b> Automotive                                      |
| 05/2011–Present | <b>Translation Experience</b><br>Not to be disclosed, (USA)<br>Patient Information, Clinical Trial (CVD) related materials, Translation and Review of QLS and Tool questionnaires<br><br><b>Business or sector</b> Pharmaceutical |
| 03/2011–Present | <b>Translation Experience</b><br>Omni Intercommunications, Inc., (USA)<br>Employee Surveys, Investor Information Documentation, etc<br><br><b>Business or sector</b> Translation Agency   |
| 07/2009–08/2011 | <b>Translation Experience</b><br>Parenty Reitmeyer, (Canada)<br>Industrial Machinery - Product Information Materials<br><br><b>Business or sector</b> Machinery and Trucks  |
| 01/2009–Present | <b>Translation Experience</b><br>Focus Translation Corporation, (Japan)<br>Equipment Manuals<br><br><b>Business or sector</b> Translation Company   |

- 11/2008–01/2011 **Translation Experience**  
AstraZeneca, (Estonia)  
Patient Education Materials (GERD, Asthma, CVD etc), In-house training courses for sales reps, Press Releases  
**Business or sector** Pharmaceuticals
- 11/2008–11/2008 **Translation Experience**  
A&O Communications, (Estonia)  
Rural Wings: Health Emergency Training Online Course. Translation of course materials, videos etc. About 50 pages  
**Business or sector** Communications
- 10/2008–12/2008 **Translation Experience**  
European Service Network, (Belgium)  
Lifelong Learning Programme Guide 2009. About 300 pages  
**Business or sector** EU
- 07/2008–08/2008 **Translation Experience**  
Technology Centre Hermia, (Finland)  
DBE Toolkit Manual and Tools. About 100 pages  
**Business or sector** Information and communication
- 07/2008–Present **Translation Experience**  
Not to be disclosed, (United Kingdom)  
Telecommunication - Product Information, Transcreation of Marketing Materials, Web, EULAs  
Home and Office Appliances - Manuals, Marketing Materials  
Online Gambling - Localization, Transcreation  
Automotive (premium motorcycle brand) - Transcreation of Marketing Materials, Web, Press Releases  
Banking  
**Business or sector** Telecommunications, Home and Office Appliances, Online Gambling, Automotive, Medical
- 07/2008–12/2010 **Translation Experience**  
Scania Eesti, Tallinn (Estonia)  
Scania Trucks - Transcreation of Marketing Materials, Information materials for Distributors  
**Business or sector** Automotive
- 06/2008–Present **Translation Experience**  
Not to be disclosed, (United States)  
User manuals, User Interface Localization  
**Business or sector** Major IT hardware solutions provider
- 05/2008–02/2009 **Translation Experience**  
Not to be disclosed, (United Kingdom)

User Manuals, Marketing Materials

**Business or sector** Automotive Industry

05/2008–Present

### Translation Experience

Not to be disclosed, (United States)

Patient Information, Clinical Trial (CVD)

**Business or sector** Pharmaceutical

04/2008

### Translation Experience

Software Localization

**Business or sector** IT

04/2008–02/2012

### Translation Experience

A&O Communications, (Estonia)

Finnair PR materials

**Business or sector** Aviation

04/2008–08/2008

### Translation Experience

LH Concept, (Estonia)

PR Materials for Tetra Pak, Snoras Bank

**Business or sector** Communication

02/2008–11/2008

### Translator

Business Software Localization Project

**Business or sector** IT, Business

01/2008–12/2008

### Translation Experience

LH Concept, Tallinn (Estonia)

Transcreation of Nivea Beiersdorf PR Materials

**Business or sector** Cosmetics

05/2007–10/2007

### Translation Experience

Sapa Profiles, Tallinn (Estonia)

Translation of electronic newsletter (EN-ET)

**Business or sector** Metal Industry

10/2006–12/2008

### Translation experience

Alfa&Omega Communications, Tallinn (Estonia)

Transcreation of PR materials for Renault Baltics, press releases, product descriptions, manuals (EN-ET, ET-EN)

**Business or sector** Automotive

10/2006–05/2007

### Translation Experience

Website of More Advertising Agency (EN-ET)

**Business or sector** Marketing and Advertising

05/2006–08/2006

### Translation experience

More Advetising Agency, (Estonia)

Felicitatia website translation, translation of tourism related materials (EN-ET)

**Business or sector** Marketing, Tourism, Gourmet

03/2006–05/2007

### More Advertising Agency

Sales and marketing strategy and tactics, legal issues, key account management, consultancy in marketing, creative writing

**Business or sector** Advertising

01/2006–10/2007

### Translation experience

Alfa&Omega Communications, Tallinn (Estonia)

Written translations, EC Twinning Project EE04/IB/JH/02 "Drug prevention in prisons and rehabilitation of inmates", EN-ET, ET-EN. About 1,400 pages

**Business or sector** Ministry of Justice

09/2005

### Translation experience

Legal translations (Contract Law, Corporate Law, Competition Law, Property Law, Criminal Law, etc). About 1,000 pages

**Business or sector** Legal

04/2002–12/2005

### Sales and Marketing Manager

Ragn-Sells AS, Tallinn (Estonia)

Member of the management board, marketing and sales strategy and tactics, legal issues, public relations, customer service, development of products, service channels,

**Business or sector** Waste Management

05/2000–Present

### Manager and Translator

Training courses in marketing strategy and tactics; translation and interpreting services, creative writing. Translator since 1987. Total translation experience about 20,000 word per week since May 2007

**Business or sector** Translation Services and Consultancy

09/1999–02/2002

### Manager of Advertising Dept, Service Development Manger

Advertising strategy and tactics, development of products and service channels

**Business or sector** Power Engineering

10/1997–09/1999

### Senior Project Manager

Account management, corporate relations management

**Business or sector** Public Relations

05/1997–Present

### Personally known translator

Notaries of Tallinn Aigro, Press and Alekand, (Estonia)

Oral and written translation of legal documents (Contract Law, Corporate Law, Property Law, etc)

**Business or sector** Legal

**08/1995–10/1997 Counsellor for International Relations**

Management of international relations and contracts, legal issues, member of the management board

**Business or sector** Public utility

**1991–10/1995 Freelance translator**

Language pairs Estonian-English, English-Estonian, Finnish-Estonian, French-English

**07/1990–04/1991 Junior Consultant, Trainer, Translator**

Development and organisation of training programmes,

**Business or sector** Consultancy

**10/1987–14/07/1990 Project Manger**

Event management, directory publishing

**Business or sector** Advertising

## EDUCATION AND TRAINING

**2001–2004 not graduated**

ISCED 5

University of Tartu

MBA, Master's Exam passed, Thesis not defended

**1981–1988 Diploma (MA)**

ISCED 5

University of Tartu

Germanic Languages and Literature (English Language)

## PERSONAL SKILLS

**Mother tongue(s)** Estonian

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Finnish	C1	B2	B2	B1	A2
French	A2	B1	A2	A1	B1
Russian	B1	B2	B2	B1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

Excellent communication skills through working as a sales and marketing manager and in public relations, long experience with multicultural and multilanguage working environments in international companies, team spirit

Organisational / managerial skills	Good experience in project and team management through work experience as a manager and project manager. Leadership skills (manager of a sales and customer service team of 25 people, leadership trainings, MBA courses). General management skills through being a member of the management board
Job-related skills	<p>Good knowledge in business, marketing, IT, automotive, technical/engineering, pharmaceuticals through long term translation experience and cooperation with the specialists in respective fields</p> <p>Good knowledge in marketing and advertising through extensive work experience in Advertising and PR.</p> <p>Financial management skills through MBA studies and being a member of the management board.</p> <p>Knowledge of quality management through participation in quality audits. Environmental management through participation in environmental audits</p> <p>Legal knowledge (legislation) through work experience as a sworn translator to Tallinn notaries and as a member of management boards</p>
Computer skills	<p>Good command of CAT tools (Trados, Wordfast)</p> <p>Excellent command of MS Office Word, PowerPoint, Outlook;</p> <p>Good command of MS Office Excel;</p> <p>Basic command of MS Office Access;</p> <p>Basic command of graphic design applications (Creative Suite 4, QuarkExpress);</p> <p>Excellent command of Chrome, Mozilla Firefox, Internet Explorer;</p> <p>Basic command of statistical analysis tools (SPSS);</p>
Other skills	
Driving licence	B

## ADDITIONAL INFORMATION

## SPECIALIST AREAS

Area	Specialist knowledge/ experience	Some experience
<b>Technical/Engineering (general)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automation & Robotics	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive / Cars & Trucks & Motorcycles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction / Civil Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electronics / Electrical Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Energy / Power Generation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engineering (general)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Furniture / Household Appliances	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Printing & Publishing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Textiles / Clothing / Fashion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanics / Mechanical Engineering	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Information Technology (general)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computers (general)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computers: Hardware	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computers: Software	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computers: Systems, Networks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Games / Video Games	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT (Information Technology)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Media / Multimedia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecoms (telecommunications)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Business/Financial (general)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Finance (general)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet, e-Commerce	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Marketing (general)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advertising / Public Relations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marketing / Market Research	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Real Estate	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Retail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Law (general)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Law (general)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Law: Contract(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Science (general)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environment & Ecology	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nutrition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Medical (general)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pharmaceutical	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clinical Trial	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Governmental / European Union (general)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Policy documentation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social affairs, education, youth issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drugs and addiction issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Art/Literary (general)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Architecture	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cinema, Film, TV, Drama	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooking / Culinary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cosmetics, Beauty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linguistics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Music	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tourism & Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wine / Oenology / Viticulture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transcreation, Creative Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certificates, Diplomas, Licenses, CVs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gaming / Casino	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General / Conversation / Greetings / Letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Idioms / Maxims / Sayings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Names (personal, company)	<input type="checkbox"/>	<input checked="" type="checkbox"/>