

Elina Poste

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SUMMARY OF QUALIFICATIONS

- More than 10 years' experience as a freelance linguist (translator, editor, proofreader, transliteration, MTPE, subtitle translation/editing, QA).
- Native language: Latvian and Macedonian
- Translating materials for Samsung, Rituals, Ryanair, P&G, Microsoft, Amazon, FedEx, Microsoft, the European Medicines Agency, Parxel, Johnons&Johnsons etc.
- AI training/testing for RWS Moravia.
- Handled some SEO projects.
- Computer skills and CAT: Office, Trados 2022, Memosource, MemoQ, Across, Wordfast, XTM, Xbench, QA Distiller, Smarting, XTM, SmartCAT etc.
- Finished additional courses in digital marketing, business and leadership, and crisis intervention (problem-solving).

PROFESSIONAL EXPERIENCE

Latvian Division Manager

May 2023 – (current)

Productive Playhouse (USA),

- Lead Translator team
- Organize and assign projects
- Quality Assurance
- Oversee projects and quality, etc.

SEO linguist

2021 – (current)

TransPerfect (USA), etc.

- Translate search keywords, etc.
- Research search keywords, and provide data analysis
- Metadata creation etc.
- Digital marketing. Translate, post edit, edit and proofread medical and life-science-related materials and legal documents, for example, agreements, patient information cards, medical records, instruction manuals, etc.
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Freelance translator

2013 – (current)

Acolad (Finland); TransPerfect (USA), Amplexor (Romania), Edit Perfect (Czech Republic), THG (UK), ULG (Germany), Summa (Germany), Codex (UK), Creative translations (UK), Fidel Technologies Pvt. Ltd. (India), DeLux Studio Sfera Studio (India), Vistatec (Ireland); etc.

- Translate, post edit, edit and proofread medical and life-science-related materials and legal documents, for example, agreements, patient information cards, medical records, instruction manuals, etc.

- Translate documents and work with projects like fashion-related materials, magazines, trends, medical cases, insurance cases, legal documents (court documents, agreements, policies, etc.), IT term descriptions, QRD templates, subtitling, etc.
- AI training and testing.
- QA
- Transliterate and transcreation.
- Edited projects like Mazda manuals, Sony instructions, Omron devices etc.
- Translate/edit medical cases as Samsung product descriptions, legal notifications, medical reports for American insurance companies, medical equipment descriptions, technical (Electrolux, Sony).
- QRD translations for European Medical Agency
- MTPE for projects like Parxel, Ryanair, Microsoft, Amazon.

ESL Teacher/tutor and teacher trainer

2018 – 2020

Online teacher for Waijiaoyi.

- Teaching English to students from age 4-16. Also teaching adults.
- Trainer for adults, teachers

Legal advisor

2009 - 2015

Association “Attistiba JP”, Yaunpiebalga, Latvia

- Provide advises to people who cannot offer a lawyer.
- Give legal support to the association during their policies, disputes, employment, contracts etc.
- Read and review all the legal documents of an association and make sure they are properly made and drafted.

Project manager and freelance translator

2008 - 2015

Association “Attistiba JP”, Yaunpiebalga, Latvia

- Accomplishes project objectives by planning and evaluating project activities.
- Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Translate documents from English/ Macedonian/ Latvian or Russian to Macedonian/ Latvian/ Russian or English

Insurance case specialist

2007 – 2009

AAS Baltikums, Riga, Latvia

- Providing consultation on a diverse portfolio of claims.
- Make decisions about compensation.
- Mentoring junior team members.

- Ensure compliance with legislative and regulatory requirements.

VOLUNTEER EXPERIENCE

Psychology consultant 2008 – 2013
Youth magazine Sirups, Riga, Latvia

- Give psychological consultations for youngsters.

Psychology consultant 2008 – 2010
Association Children and youth trust phone, Riga, Latvia

- Give psychological consultations for youngsters, children and parent.
- Make actions if children are under some risk, violence etc.
- Teaching kids and youngsters.

EDUCATION

Digital marketing, SEO 2023- (current)
SEDC (Seavus Education & Development Center), Skopje, Macedonia

Master's Degree of Business Translation 2020 – 2023
University American College Skopje, Skopje, Macedonia

Bachelor – BA of English language and literature 2015- 2018
University American College Skopje, Skopje, Macedonia

Bachelor of Law (not finished) 2005- 2008
School of Business Administration Turiba, Riga, Latvia

Certificate for Crises intervention 2008
Association Children and youth trust phone, Riga, Latvia

ADDITIONAL

1. Wrote and managed the following projects:

->2010th of the "Family Centre" project in the European Union LEADER programme.

->2010th of the project "To speak the rhythm" in European Union " Youth in Action" programme.

-> 2009th June project " Youth Centre" in European Union LEADER programme.

->2009th On 21st May in the project submitted to the Latvian Republic of Children, Family, and Integration Affairs Ministry project tender "Support to Youth Centres functioning in the municipality".

2. 2008th year 6. October received a certificate of the training course "crisis intervention" a successful acquisition.

REFERENCES

- Available Upon Request