

Asja Gživača

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Languages

English <i>Full professional proficiency</i>	German <i>Full professional proficiency</i>
Latvian <i>Native proficiency</i>	Russian <i>Native proficiency</i>

Work experience

02/2012 – present

Freelance translator/reviser

- Written translation and proofreading from German and English into Latvian and Russian
- Specialization areas: medical, technology, marketing, social work
- Computer-Assisted Translation tools: Trados Studio, Transit, Across, XTM, MemoQ

01/2012 – 07/2013

ERASMUS student coordinator, Baltic International Academy, Riga, Latvia

- Counsel and assistance to incoming and outgoing exchange students
- Correspondence with partner universities and colleges
- Representing the program at various community and student functions

10/2011 – 12/2011

Translator Intern, euroscript Baltija, Riga, Latvia

- Written translation from German into Latvian and Russian using CAT tools (Trados Studio, MultiTerm)

02/2011 – 08/2011

Volunteer translator, „Diplomatic Economic Club”, Riga, Latvia

- Website content translation and interpreting in meetings (RU <-> LV, RU <-> ENG)

Education

09/2009 – 07/2013

Baltic International Academy, Riga, Latvia

Degree obtained	Professional Bachelor in translation and interpreting
Main field of study	English and German with Latvian and Russian as primary language
Grade point average	8.59

09/1997 – 06/2009

Riga Secondary School No. 88, Riga, Latvia

Grade point average	7.8
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Skills and competences

- Excellent verbal and written communication
- Cultural awareness and intelligence
- Time management and multitasking
- Strong analysis and research skills
- Self-management and self-motivation
- Proficient use of MS Office and CAT tools