




Curriculum vitae

PERSONAL INFORMATION

Ilona Serkova

-  Riga (Latvia)
-  27143065
-  ilona_serkova@yahoo.com

POSITION

Translator

WORK EXPERIENCE

04/09/2016–Present

Written translation

First Patronage Service, Riga (Latvia)

- Written translation for the intercultural communication and documentation

05/05/2015–04/04/2016

Translator

Infosys BPO

- IT related software translation.

01/08/2011–29/06/2014

Interpreter, translator

LKSB

- Translations interpretation in the relation to the International work of the company.
- Interpreting in conferences.

05/11/2010–04/05/2013

Interpreter

Apostolic Church of Riga

- Interpreter of public events.

06/10/2009–13/12/2010

Interpreter

Precious Life Ministries, Inc., Riga (Latvia)

- Interpretation in schools, seminars and conferences

EDUCATION AND TRAINING

01/09/2015–21/06/2017

Master in Translation

Latvian University

03/09/2010–01/06/2015

Bachelor in Filology

Latvian University

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Latvian	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2
Russian	C2	C2	C2	C2	C2
Czech	C2	C2	C2	C2	C2

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

Communication skills Excellent communication skills with clients. Written and verbal fluency.

Organisational / managerial skills Ability to organize work, work interdependently and meet the deadlines.

Job-related skills Precision, attention to details, punctuality.

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital competences - Self-assessment grid