



Inese Stūre

Work : Dzelzavas iela 80 - 60, 1082, Rīga, Latvia

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Nationality: Latvian

WORK EXPERIENCE

[16/01/2019 – Current]

Transcreation services provider

Translate Plus; Oliver Marketing Ltd.

Translation and transcreation services from English into Latvian for Consumer products, Beauty Care.

[10/2016 – Current]

Advertising proofreader

Saatchi & Saatchi Poland

Editing of translations for P&G advertising in a close cooperation with translator.

[11/2007 – Current]

Expert for products` labels regulatory information

Procter&Gamble Marketing Latvia

City: Rīga

Country: Latvia

Coordination of product`s label approval process for Baltic countries.
Maintenance of the regulatory data base for Baltic countries and Central Europe countries.

Translation of the regulatory texts.

Coordination of the safety data sheets distribution among Baltic distributors.

[11/2007 – 09/2016]

Translator and proofreader of advertising texts

Procter & Gamble Marketing Latvia

City: Riga

Country: Latvia

Depending on company`s advertising initiatives, provided translations or proofread agency`s translations.

[02/2014 – 11/2015]

Freelance translator

SIA Baltic Translations

City: Rīga

Country: Latvia

Provided translations in following language pairs:

Latvian - English; English - Latvian

German - Latvian

Russian - Latvian

Specialty fields: marketing and advertising, technical documentation (user manuals)

[02/2007 – 10/2007]

Office manager - translator

ConvaTec Limited

City: Rīga

Country: Latvia

Participated in several projects related to medical industry. Translated medical texts with the help of specialists from English into Latvian.

[10/2005 – 11/2006] **Office manager - translator**

Advokātu birojs Heidelberga

City: Rīga

Country: Latvia

80% of working time was devoted to legal translation in written form from Latvian into English and German. The rest of working time assisted the management in the office.

[08/1998 – 09/2003] **Office manager**

SIA Lattelekom

City: Rīga

Country: Latvia

Helped in preparation and translation of agreements and other documents into English for the cooperation between the company and international customers.

[10/1994 – 08/1998] **Operator at the International service**

SIA Lattelekom Operatoru centrs

City: Rīga

Country: Latvia

Provided international phone calls upon customer`s request.

EDUCATION AND TRAINING

[09/2015 – 06/2017] **Professional master`s degree in written translation and translator`s qualification**

University of Latvia, Faculty of Humanities

City: Rīga

Country: Latvia

Level in EQF: EQF level 5

Main courses:

Translation theory, Terminography, Stylistics of Latvian language, Translation and editing of the economical, legal, publicistic and other specialized texts. Language pairs: Latvian - English; English - Latvian.

[10/1994 – 06/1999] **Bachelor degree in German philology**

University of Latvia, Faculty of Humanities

City: Rīga

Country: Latvia

Main courses:

German language, English language, Linguistic aspects of text analysis, Translation, Stylistics of Latvian language, Lexicology, Theoretical grammar of German language.

LANGUAGE SKILLS

Mother tongue(s): Latvian

Other language(s):

German

LISTENING B2 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Russian

LISTENING C2 READING C2 WRITING B1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ORGANISATIONAL SKILLS

Organisational skills

Very good organisational skills obtained during the years of studies, participating in student`s workshops and trying to do the best at my work.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Very good communication skills obtained while working in the administrative field and studying at the University of Latvia.

JOB-RELATED SKILLS

Job-related skills

Excellent time management skills. Patience and accuracy.

DIGITAL SKILLS

Microsoft Office (Word , Excel and Power Point) | SDL Tados Studio
