

# Monika Voinic

Freelance Lithuanian, Polish, Russian, Italian, French To English Translator

**E-mail** voinicmonika@gmail.com

Highly skilled full-time freelance translator with native bilingual proficiency in Lithuanian and Polish, and professional proficiency in English, Italian, Russian and French. 15 years of experience in translating and proofreading documents in various fields, and my recent key projects include the translation of technical manuals, legal EU-related documents, glossary development for an international trading platform, as well as various official and financial documents, such as Articles of Association, annual reports, and financial statements. Proficient in accurately assessing the context of material, and translating it in understandable and proper manner. Offers excellent writing and spelling skills, accurate context analysis enhanced by cultural expertise acquired while studying and living for an extended timeframe in countries where non-native languages are spoken.

## Work History

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2009-05 - Current

### **Freelance Polish, Russian, French Translator**

*UAB Metropolio Vertimai, Vilnius, Lithuania*

#### **Key projects:**

- Translation of References for a preliminary ruling from Court of Justice, legal EU documents;
- Translation of registered EU TradeMarks and Designs;
- Translation of Articles of Association and registration data from the National Court Register of Poland;
- Translation of User manuals and Product labeling;
- Glossary development for international Trading platform.

2009-04 - Current

### **Freelance Polish, Russian, Italian Translator**

*UAB Vertimo Namai, Vilnius, Lithuania*

#### **Key projects:**

- Translation of legal and financial documents, contracts, evidence documents for court proceedings;
- Translation of notarized documents, Apostille;
- Transcription of audio interviews, audio recordings presented in court proceedings;
- Editing and proofreading of financial documents and news articles.

2011-01 - Current

### **Freelance English, Italian Translator**

*DG EVENTI srl, Turin, Italy*

Key projects:

- Translation of marketing materials and campaigns;
- Translation of contracts and legal documents.

## Education

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- 2009-09 - Current      Ph.D.: Classical Languages and Literatures  
*Vilnius University - Vilnius, Lithuania*
- Swiss Government Excellence Scholarship Recipient, 2012-2013, Université de Fribourg, Switzerland;
  - Research Scholarship, February-March 2014, University of Turin, Italy
  - Relevant Coursework: Theory and History of Translation, The Problem of Meaning at the Crossroads of Languages and Cultures
- 2007-09 - 2009-06      Master of Arts: Classical Languages and Literatures  
*Vilnius University - Vilnius, Lithuania*
- Relevant Coursework: Theory of Translation
- 2003-09 - 2007-06      Bachelor of Arts: Classical Languages and Literatures  
*Vilnius University - Vilnius, Lithuania*
- cum laude graduate
  - Study Abroad: ERASMUS Exchange Program scholarship, Université de Fribourg, Switzerland
  - Relevant Coursework: Introduction to Linguistics, French Grammar, Phonetics of French Language, Professional Communication Skills in English

## Software

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- Microsoft Office
- CAT Tools: SmartCAT, SDL Trados Studio, Déjà Vu

## Languages

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|-----------------------------------|-------------------------------|
| - Lithuanian - Native Proficiency | - Polish - Native Proficiency |
| - English – Professional          | - Russian – Professional      |
| - Italian – Professional          | - French - Very good          |

## Skills

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- Organization and Time Management
- Cultural expertise
- Analytical and Critical Thinking
- Software Proficiency