

## Professional Summary

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Dedicated translator in Lithuanian (native), English and Norwegian languages. Experience in written translations. Experience in general transcription of Lithuanian and English audio/video recordings. Accurate, fast-keying skills and sound knowledge of computer applications. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

## Skills

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- Fluent in Lithuanian, English and Norwegian languages
- 60 WPM typing speed
- Fluent in MS Office
- Accurate and detailed
- Flexible

## Work History

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### General Transcriptionist

09/2015 to Current

Different companies: **Appenscribe, Scribie, GoTranscript, TranscribeMe**

- Transcribe audio/video recordings quickly and accurately
- Receive work in English and Lithuanian languages

### Norwegian to Lithuanian, Norwegian to English Translator

06/2015 to Current

Various translation companies in Lithuania

- Specialize in translation of the following texts:
  - ✓ Standard documents (Certificates, Diplomas, Licenses, CVs)
  - ✓ Instructions
  - ✓ Economics/Business
  - ✓ Investment/Securities
  - ✓ Insurance
  - ✓ Electronics
  - ✓ Energy/Power Generation
  - ✓ Computers
  - ✓ Easy medical texts
  - ✓ Law: Contracts
  - ✓ Technical texts
  - ✓ Environment/Ecology
  - ✓ Esoteric practices
  - ✓ Safety

### English to Lithuanian, Lithuanian to English Translator

09/2012 to Current

Various translation companies in Lithuania

- Specialize in translation of the following texts:
  - ✓ Standard documents (Certificates, Diplomas, Licenses, CVs)
  - ✓ Instructions
  - ✓ Economics/Business
  - ✓ Investment/Securities
  - ✓ Insurance
  - ✓ Electronics
  - ✓ Energy/Power Generation
  - ✓ Computers (Hardware/Software)
  - ✓ Easy medical texts
  - ✓ Law: Contracts
  - ✓ Technical texts
  - ✓ Environment/Ecology
  - ✓ Esoteric practices
  - ✓ Safety
  - ✓ Automation/Robotics

## Education

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### Bachelor of Economics

2011

Vilnius University – Vilnius, Lithuania

### Norwegian language courses

2015

Length: 6 months, 8 h/d

Language level: C1

Certificate can be provided in need

Evoco – Vilnius, Lithuania