European curriculum vitae format



#  Personal information

Name **Inga Puncule**

Address 7 Vārpu Street, Ikšķile, Ikšķile Municipality, LV-5052, Latvia

Telephone +37129229979

E-mail puncule@gmail.com

Nationality Latvian

Date of birth 17 December 1981

#  Work experience

* Dates **August 2015 – present**
* Name and address of employer Self-employed (registered VAT payer)
* Type of business or sector Translator (LAT, RUS, ENG)

# Dates September 2012 – present

* Name and address of employer SIBLING SIA
* Type of business or sector Translation services
* Occupation or position held Owner, translation project manager, in office translator
* Dates **2012-2016**
* Name and address of employer Baltic Brokeri SIA
* Type of business or sector Insurance mediation
* Occupation or position held Insurance specialist
* Dates **2005-2010**
* Name and address of employer Inko Brokeri SIA
* Type of business or sector Insurance mediation
* Occupation or position held Insurance specialist
* Dates **2000-2003**
* Name and address of employer Gerkens un Partneri SIA
* Type of business or sector Retail sale of clothing and manufactured goods
* Occupation or position held Assistant store manager

#  Education

* Dates **January 2020 - present**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

BA School of Business and Finance (Riga, Latvia) Accounting and Finance

* Dates **2010-2015**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Higher School of Social Technologies (Riga, Latvia) Entrepreneurship and business management

* Dates **2000**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Riga Natālija Draudziņa Gymnasium (Riga, Latvia) General secondary education

#  Training

* Dates **August – November 2020**
* Name and type of organisation providing education and training

Turība University

* Principal subjects/occupational Digital skills (for persons with prior knowledge)

skills covered

* Dates **February – May 2020**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

LU Open Minded, Ltd.

Skills upgrading course ‘Correct and modern written language – editor’s tips’

* Dates **August – December 2019**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Riga International School of Economics and Business and Business Administration (RISEBA)

Data analysis and reporting in financial management for the purposes of decision- making (160 academic hours)

* Dates **26 November 2019**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Data State Inspectorate of the Republic of Latvia (within the framework of the EU project DPSME: General Data Protection Regulation – possibilities and responsibilities for small and medium-sized enterprises (SMEs)

Conference ‘Data is our main value – protect it’

* Dates **15 October 2019**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Data State Inspectorate of the Republic of Latvia (within the framework of the EU project DPSME: General Data Protection Regulation – possibilities and responsibilities for small and medium-sized enterprises (SMEs))

Seminar ‘Data processing guide for small and medium-sized entrepreneurs’

* Dates **2014**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Educational Centre ‘LATVIKON’

Skills upgrading course ‘Taxes and taxation’ (60 academic hours)

* Dates **2013**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Riga Business School English Language Centre General English (advanced level, 96 academic hours)

* Dates **2010 - 2011**
* Name and type of organisation providing education and training
* Principal subjects/occupational skills covered

Educational Centre ‘DRMC’

Accountant (3rd professional qualification level, 960 academic hours)

 **Mother tongue Latvian**

 **Other languages**

**Russian**

* Reading skills excellent
* Writing skills good
* Verbal skills excellent

# English

* Reading skills excellent
* Writing skills excellent
* Verbal skills good

# German

* Reading skills good
* Writing skills basic
* Verbal skills basic

 **Computer skills** Most commonly used Windows applications, CAT tools (memoQ, SmartCat, Trados etc.) specialized accounting, insurance software (1C, Zalktis, Ozols etc.).

 **Driving licence B** (since 2008)