




Ieva Zunde


Nationality: Latvian

Gender: Female

CONTACT

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WORK EXPERIENCE

22/09/2021 – CURRENT – Stockholm, Sweden

Translator

TransPerfect

Russian/Latvian > English translation services as part of an international AML investigation on behalf of a multinational financial institution.

Legal translation, banking, AML, KYC, general.

01/05/2018 – 17/09/2021

Project Manager

SW BALTICS, AS (former SWARCO BALTICS)

IT project management in the public transportation industry. Complete project management cycle.

Riga, Latvia

10/05/2021 – 16/07/2021

Translator

TransPerfect

Russian/Latvian > English translation services as part of an international AML investigation on behalf of a multinational financial institution.

Legal translation, banking, AML, KYC, general.

30/09/2019 – 16/03/2020

Translator

TransPerfect

Russian/Latvian > English translation services as part of an international AML investigation on behalf of a multinational financial institution.

Legal translation, banking, AML, KYC, general.

New York, United States

01/09/2013 – CURRENT

Freelance Translator and Interpreter

Freelance

Translation services

LV>ENG

ENG>LV

Specialization and focus on legal translation

Other translation experience:

IT, coding, electronic engineering, radiation, intelligent traffic solutions, public transport, construction, banking, AML, KYC, general

Proofreading and editing

Interpreting services

LV>ENG

ENG>LV

Specialized in radiation, cyber security, mainland security, security trainings for state agencies.

Translation services

RUS>LV

RUS>ENG

Intelligent traffic solutions, IT, project management, public transport, banking, AML, KYC.

Rīga, Latvia

01/05/2016 – 30/04/2018

Project Coordinator

SWARCO BALTICS AS

Organizing meetings and drawing up meeting minutes

Providing interpreting services

Legal translation

Coordinating project related activities

Reporting

Office work

Formal business and legal correspondence

Multilingual environment

Organizing corporate events

Marketing communication

Rīga, Latvia

27/10/2014 – 30/04/2016

Project Assistant

Swarco Sverige AB, Riga Branch

Translation and localization of software terminology (ENG>LV>ENG)

Translation of handbooks and instruction manuals for installation and/or use of software and hardware

Coordinating meetings, office work and goods delivery/acceptance

Communicating project-related activities

Organizing cargo delivery-acceptance, handling related documentation

Working in a multilingual environment (English, Russian, Latvian)

Rīga, Latvia

20/08/2012 – 24/10/2014

Senior Translator and Interpreter

Chancellery of the Parliament (Saeima) of the Republic of Latvia

Translation (ENG/RU>LV>ENG) of press releases, draft laws, invitations, business letters, event programs and other documents related to the work of the Parliament

Interpreting (ENG/RU>LV>ENG) at conferences held at the Parliament, interpreting for foreign official delegations, officials, ambassadors, journalists

Rīga, Latvia

EDUCATION AND TRAINING

18/09/2018 – 01/07/2019 – Innsbruck, Austria

● **Certificate of Completion of International Leadership Program**

The Bridge Consultants

01/09/2013 – Rīga, Latvia

● **Master of Law with a Specialisation in Legal Linguistics**

Riga Graduate School of Law

Creating and Editing Legal Texts, Introduction into Law, Environmental and Energy Law Policy, European Union Law, Text Analysis, etc.

21/07/2014 – 01/08/2014 – Udine, Italy

● **International Summer School**

University of Udine

Consumer Rights in the European Union: Alternative Dispute Resolution and Collective Redress

13/01/2014 – 17/01/2014 – Brussels, Belgium

● **Interpreters' Training Program in Brussels**

European Parliament

03/01/2011 – 15/06/2011 – Kristiansand, Norway

● **Erasmus Student Exchange Program at Faculty of Humanities and Education**

University of Agder

01/09/2009 – 31/05/2013 – Ventspils, Latvia

● **Professional Bachelor's Degree in Translation and Qualification of Translator and Interpreter**

Ventspils University of Applied Sciences

General:

American Studies, British Studies, Business English, Contrastive Linguistics, Comparative Linguistics, English Normative Grammar, English Phonetics, English Stylistics, English Pragmatics, English Communication, English Written Practice, Introduction into Computer Aided Translation, Introduction into Cross-cultural Communication, Latvian Written Practice, Latvian Normative Grammar, Russian Normative Grammar, Basic French

Specialized:

Consecutive Interpreting, Simultaneous Interpreting (ENG-LV-ENG)

Written Translation, Characteristics of Legal Translation, Translation of Legal Texts, English-Latvian-English Translation, Russian-Latvian-Russian Translation

LANGUAGE SKILLS

MOTHER TONGUE(S): Latvian

OTHER LANGUAGE(S):

English

Listening C2	Reading C2	Spoken production C2	Spoken interaction C2	Writing C2
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Russian

Listening C2	Reading C2	Spoken production C1	Spoken interaction C2	Writing B2
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French

Listening B1	Reading B1	Spoken production B1	Spoken interaction B1	Writing B1
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DIGITAL SKILLS

Zoom / Social Media / Jira / Microsoft Teams Microsoft Sharepoint / Google Drive Docs Dropbox Microsoft OneDrive / Microsoft Microsoft Word Microsoft PowerPoint Microsoft Excel Microsoft Outlook

ORGANISATIONAL SKILLS

● Organizational skills

- good multitasking and organizational skills gained through performing the roles of project coordinator and communications manager
- good time management skills developed working under pressure to meet project milestones and deadlines in general
- ability to work in an team gained through working at international companies and participating in multinational projects
- enhanced leadership skills thanks to the International Leadership Development Program completed as a part of the SWARCO ACADEMY

COMMUNICATION AND INTERPERSONAL SKILLS

● Communication and interpersonal skills

- strong communication and people skills gained through working in a multilingual environment and coordinating project related activities
- excellent writing and presentation skills gained through my experience as a translator and interpreter
- great intercultural skills gained through working and studying in an international environment