

# ERIKA SINGH

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## Profile

Professional and skilful communication in all markets of the world. I make sure that your customers and business partners will understand you. This is where I offer translations at the highest level.

I have been working as a Project Manager for a translation company for almost 9 years and now I have decided to pursue my career as a freelance translator. I offer services as a translator in the fields of marketing, finance, law, medicine, social services, tourism and other fields as well.

Thanks to many years of translation and interpretation experience for well-known companies (in public and private sector) and several stays abroad, I have acquired perfect knowledge of English, Lithuanian, Russian and Polish, both spoken and written. My mother tongue is Lithuanian.

I have very flexible working hours and can do all kinds of translations in the shortest possible time and with the greatest care.

Your translation project is in good hands with me. I will be pleased to advise you personally on request.

## WORK EXPERIENCE:

Freelance Lithuanian/Polish/Russian translator & interpreter Feb 2020 – present

P&E Phones Sleaford  
Sleaford, Lincs NG34 7RQ Feb 2020 - present  
Sales Manager (part time)  
Customer service, accounts, banking, dealing with suppliers

PAB Languages Centre (previously known as Translation Centre)  
Venture House, Boston PE21 7TW  
Project Manager March 2011 – Feb 2020  
Internal Quality Auditor  
Accounts assistant (holiday cover)

### Translator/interpreter for Lithuanian, Russian and Polish languages

I undertook several duties at PAB Languages Centre. First of all I was responsible for dealing with commercial clients and taking their translation orders, quoting and managing translation projects. I accepted orders and arranged translators who would carry out the task. After completion of translation and proofreading it, my duty was to return the ready translation to the customer by the agreed deadline.

Secondly as I am graduated as an Accountant, I was responsible for basic company accounts, when bookkeeper is on annual leave. I prepared and issued sales invoices to commercial clients on weekly basis, cash till calculation, dealing with freelance purchase invoices.

Thirdly, PAB has got its ISO quality accreditation, and I was assigned as an Internal Quality Auditor, ensuring the best possible quality and compliance with the policies.

Finally, I have undertaken trainings and courses and performed translation / interpretation services at PAB for Lithuanian, Polish and Russian languages.

In 2015 PAB got LCC contract working with Children Centres in Boston & South Holland by providing support during sessions for families with children 0-5 and engaging families to Children Centres. Therefore my duty was also to assist Lithuanian/Polish/Russian speaking families during such sessions, engage them to Children Centres and signpost them if required to other Services.

Dynamic Cassette International (DCI) Ltd

Boston, Lincs, PE21 7TX

Product operative

2007/01 till 2011/03

Data input to pc, printing labels, recycling, print tests

Occasional interpreting and short written translations

Workforce Unlimited Ltd

2nd Floor, County Hall, Boston, Lincs, PE21 6DY

Assembly line operative (working for DCI Ltd).

2006/12 till 2007/01

Data input to pc, printing labels, recycling, print tests

Occasional interpreting and short written translations

Gretana Ltd, "Pirciupio Karcema" restaurant.

Varena Distt., Pirciupiai, Lithuania.

Administrative assistant & Customer Service Assistant

2006/09 till 2006/11

Managing and supervising restaurant and its staff, dealing with customers – taking their order, booking accommodation, interpreting for English speaking customers, operating computerised till

Vilnius Joint Technical Sports Club, Public organization

15 J. Basanaviciaus st., Vilnius, Lithuania

Accounts assistant

2006/04 till 2006/08

Doing company's accounts, completing various spreadsheets,

handling cash, registering customers for memberships

interpreting for English speaking customers, collecting and recording

rent from the customers, renting spare premises in the building.

## EDUCATION

Trakai Distt. Paluknys Longinas Komolovskis secondary school  
(Polish language school)

Sept 1991 till Oct 1996

Trakai Distt. Paluknys „Medeina“ secondary school  
(Lithuanian language school)

Nov 1996 till Jun 2003

University of Applied Science  
(former name Vilniaus Kolegija),

Sept 2003 till Jun 2006

5 Naugarduko St., 2600 Vilnius, Lithuania

Bachelor degree in Accountancy, Management and Business Administration

(also have accreditation from NARIC for it)

Stonebridge Associated Colleges

March 2009 till Apr 2009

Book-keeping skills course level 1 certificate

Boston College, UK

Sept 2010 till May 2011

Level 2 certificate in Adult Literacy (English language)

## **TRAININGS**

### Internal trainings by PAB:

Handling Phone calls	08/07/2011
Document Translation	
Interpreting for Social Services	12/08/2011
Interpreting at Hospitals	19/08/2011
Interpreting at Courts	26/08/2011
Interpreting for Public Service	26/09/2011
British Awareness course	June 2012
Translator level 3	August 2012
Translator Level 4	13/03/2013

### Trainings by LCC through Virtual College:

Female Genital Mutilation – Recognising and preventing FGM	12/11/2015
Awareness of Child Abuse and Neglect – Foundation	29/04/2016
Safeguarding Children from Abuse by Sexual Exploitation	11/08/2016
Private Fostering in Lincolnshire	11/08/2016
An introduction to safeguarding Children	15/06/2016
Early Child Development – Foundation	13/07/2017
Working with Children with Disabilities	14/07/2017

### Training by Ultimate Performance Business Solutions (UPBS):

Projects Management	21/07/2011
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### Training by AHTraining:

Advanced Apprenticeship in Customer Service (level 3)	
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### Trainings by High Speed training:

Time management	16/01/2013
Leadership and Management Skills	18/06/2013
Sales, pricing and Marketing Skills	02/08/2013
Managing Health & Safety	24/01/2014

### Training by TaylorITEX:

Introduction to Powerpoint	07/09/2011
Introduction to Excel part 1	05/10/2011
Introduction to Excel part 2	19/10/2011
Health&Safety” course	17/10/2011
Introduction to Outlook	02/11/2011
Introduction to Safeguarding	18/04/2012
Health & Safety	13/04/2013
Time Management & Communication Skills	05/10/2013

Webinar – Specialising in Legal Translation	25/10/2012
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## **LANGUAGES**

Lithuanian - English- Lithuanian, Russian->English, Polish->English, Polish->Lithuanian, Russian->Lithuanian

Punjabi and Hindi basics – could translate general texts into English

## **COMPUTING**

Microsoft Windows, Microsoft Office (Excel, Word, Access, Power Point, FrontPage).  
CAT tools: Wordfast, Wordbee, Memsource

## **INTERESTS**

I like travelling, sports and yoga, Internet and computers, communication with different people etc...

## **OTHER**

Full, clear UK driving licence  
Enhanced DBS check

References available upon request