



**Kristīne Kožuovsk  
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Nationality: Latvian

## CONTACT

 Riga, Latvia (**Home**)

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## WORK EXPERIENCE

**11/02/2019 – 19/06/2023** Riga, Latvia

**Translator/Interpreter** Riga District Court

Job responsibilities include translation and interpretation, anonymisation of decisions, participation in videoconferencing as an authorized person.

**03/09/2020 – CURRENT** Riga, Latvia

**Translator** Meriti LTD

Freelance translator

**02/07/2018 – 15/01/2019** Riga, Latvia

**Cashier** Lido LTD

**26/06/2016 – 01/08/2016** Līvāni, Latvia

**Cashier and sales assistant** Maxima Latvia LTD

**01/06/2015 – 16/08/2015** Līvāni, Latvia

**Cashier** Maxima Latvia, LTD

**03/09/2016 – CURRENT** Latvia

**Freelance Translator**

- legal, technical, medical and other document translations (ENG-LV-RUS), court interpreting (LV-RUS-LV)

## EDUCATION AND TRAINING

**01/09/2020 – 06/2022** Riga, Latvia

**Professional Master's Degree in Translation and Translator** University of Latvia

**01/09/2015 – 19/06/2018** Daugavpils, Latvia

**Bachelor of Arts in Philology (English Philology)** Daugavpils University

Level in EQF EQF level 6

**01/09/2011 – 31/05/2014** Līvāni, Latvia

**Secondary education** Līvāni Secondary School No. 1

**01/09/2002 – 31/05/2011** Līvāni, Latvia

**Primary education** Līvāni Secondary School No. 1

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Latvian | Russian

## Other language(s):

### English

**Listening** C1

**Reading** C2

**Writing** C1

**Spoken production** B2

**Spoken interaction** B2

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*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

SDL Trados | MS Office (Word, Excel, PowerPoint, Outlook, Project, Visio) | CAT Tools

## ADDITIONAL INFORMATION

### Organisational skills

- **Organisational skills/Riga District Court** Translators organize their work ourselves, and there is no problem with that - everything is planned, depending on the set deadlines (written translations).

### Communication and interpersonal skills

- **Communication and interpersonal skills** Very good communication skills acquired while working as a cashier and a court interpreter/translator.

### Job-related skills

#### Job-related skills

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- I am very well versed in the Court Information System and other sites required for the performance of my duties.
  - Written translations are performed qualitatively, job responsibilities include translating judgments, decisions, applications, appeals and cassation complaints, letters, cover letters, etc.
  - The working languages are Latvian and Russian, but sometimes cover letters and court documents are also translated into / from English into Latvian.
  - I interpret very well, I have the necessary knowledge of terminology, which is improved over time by creating a dictionary.
  - I have the ability to draw up documents to organize a videoconference with another court.
  - I am very careful when anonymising decisions, I carefully re-read decisions before approving them.
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