



Elēna Rācenāja

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OBJECTIVE

Self-motivated person with strong organizational and interpersonal skills. Have worked in busy, pressurized environments where high standards are expected. Experienced in mentoring other staff members. Always looking to learn new skills, take on extra responsibilities, and grow professionally. My dedication and passion has been recognized with awards, praise, and extra responsibilities.

WORK EXPERIENCE

SDI Media Latvia, Riga, Latvia

February 2021 — Present

Freelance Translator

Translating scripts of movies, tv-series, tv-shows and cartoons from English to Latvian

Nordtext, Riga, Latvia

June 2022 — Present

Freelance Subtitle Translator

Translating subtitles for videos from English to Latvian

Tallinas Kvartāla Angārs, Riga, Latvia

June 2021 — October 2021

Bartender

Tērbatas Ezītis Miglā, Riga, Latvia

May 2019 — March 2020

Bartender

Wicked Weasel Hostel, Riga, Latvia

August 2018 — May 2019

Administrator/Bartender

As night shift spending time with guests while keeping an eye on the place

Student Council of Turība University, Riga,
Latvia

January 2017 — March 2018

Head Magazine Editor

Writing articles, doing interviews, making corrections in other people articles, being a team with a digital marketing team

Student Council of Turība University, Riga,
Latvia

January 2017 — February 2018

Head of Marketing Department

Planning events (from marketing activities and posters to photographs in event), administrating all social network platforms including homepage (in Latvian and in English), supervising and delegating tasks to team of 10-15 people

The House of Culture, Tukums, Latvia

August 2015 — September 2016

Vocal Coach

EDUCATION

Journalism and Media

September 2016 — May 2019

Turība University

Unfinished Bachelor's degree

Pianist (jazz)

September 2003 — May 2015

Musical school of Ventspils

Professional degree as a Jazz pianist.

Finished courses in music theory and history, played in a band, took several musical instrument classes.

LANGUAGES

- Latvian - Native
- English - Advanced
- Russian - Intermediate
- Spanish - Beginner
- German - Beginner

ACHIEVEMENTS

World Championship in Table Hockey - gold medalist in 2017

European Championship in Table Hockey - silver medalist in 2018

World Championship in Table Hockey - bronze medalist in 2015 and 2019

European Championship in Table Hockey - bronze medalist in 2014

Latvian Championship in Table Hockey - gold medalist in 2017 and 2018

SKILLS

- Time management, project management, event planning
- Team work, mentoring, leadership
- Writting, translating, public speaking

INTERESTS

Writting, music, movies, traveling, sports, board games