

# CURRICULUM VITAE



## PERSONAL INFORMATION

Name	<b>LINDA KIKUSTE</b>
Address	Gobu iela 1 dz. 15, Baloži, Ķekavas novads, LV – 2128, Latvia
Telephone	Mob. + 371 25630055
E-mail	Linda.Kikuste@gmail.com
Skype	Kikustite
LinkedIn profile	lv.linkedin.com/in/lkikuste
ProZ profile	<a href="http://www.proz.com/profile/741128">http://www.proz.com/profile/741128</a>
Nationality	Latvian
Date of birth	26/07/1980

## WORK EXPERIENCE

- Dates (from – to) July 2013 – to date
- Occupation or position held Board member
  - Business development, strategic management
- Name of employer Company “Evado”
  
- Dates (from – to) October 2006 – to date
- Occupation or position held Freelance translator (English – Latvian, French - Latvian), part-time position
  - Translation, editing services
- Name of employer Various clients including translation agencies
  
- Dates (from – to) October 2006 – July 2010
- Occupation or position held Freelance interpreter (English – Latvian), part-time position
  - Simultaneous interpreting in meetings of committees, political groups, groups of experts
- Name of employer European Parliament, European Commission
  
- Dates (from – to) December 2002 – July 2010
- Occupation or position held Senior Desk Officer of Military Public Affairs Department, full time position
  - Managing of public information projects in the Internet
  - Information update on the web site and on the internal site of the Ministry of Defence
- Name of employer Ministry of Defence of the Republic of Latvia
  
- Dates (from – to) May 2000 - December 2002
- Occupation or position held Public Relations Assistant, full time position
  - Assistance in Corporate Communications projects and Public Information projects
  - Media monitoring
  - Preparing of press reviews in Latvian and English

• Name of employer Public Relations Agency “Consensus PR”, Media monitoring company “Observer Latvia”, The Central Election Commission of Latvia

• Dates (from – to) October 1999 – May 2000

• Occupation or position held Freelance Correspondent, part time position

• Main activities and responsibilities – Correspondent for youth broadcast programme

• Name of employer Latvian State Radio

## EDUCATION AND TRAINING

• Dates (from – to) September 2008 – December 2010

• Name and type of organisation providing education and training School of Business Administration “Turība”, state accredited higher education institution

• Principal subjects/occupational skills covered Strategic Management, Business Planning, Marketing Management, Human Resource Management

• Title of qualification awarded Master of Business Administration

• Dates (from – to) 2005 - 2006

• Name and type of organisation providing education and training University of Latvia, state accredited, state founded university

• Principal subjects/occupational skills covered Theory and practice of interpreting

• Title of qualification awarded Second level higher professional education diploma, Diploma Paper “Strategies in Simultaneous Interpreting”

• Dates (from – to) 1998 - 2002

• Name and type of organisation providing education and training Rīga Stradiņš University, state accredited, state founded university

• Principal subjects/occupational skills covered Communication Theory, Strategy and Methods, Bachelor’s Thesis “Use of Formal and Informal Communication Channels in Organisation’s Management

• Title of qualification awarded Bachelor of Communication

## PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE **Latvian**

OTHER LANGUAGES **English, Russian, French**

COMPUTER SKILLS AND COMPETENCES SDL Trados, Google Translator Toolkit (GTT), MS Office programs, Lotus Notes, SiteCore CMS, Adobe Photoshop

## ADDITIONAL INFORMATION

PERSONAL INTERESTS

Travelling, literature, yoga