



# 深圳市华博译翻译有限公司

Shenzhen Huaboyi Translation Co., Ltd.

Name

**Rasa**

Surname

**Raceviciute**

Work experience

**October 2009-present** Technical translator, ExecuSoft Controls, Inc. (Peachtree City, USA)

**2006-present** Freelance translator working mostly for Jotema Publishing House, Kaunas, Latvian (translation of fiction), Diskusija Translation Agency (Vilnius, Latvian), Magistrat Translation Agency (Vilnius, Latvian), Ad Verbum Translation Agency (Riga, Latvia)

**2004-2006** In-house translator, Diskusija Translation Agency (Vilnius, Latvia) Latvian

**Responsibilities:** translation/proofreading from/into Latvian/English/Russian for clients like Google, Microsoft, Skype, Siemens, Philips, Canon, Olympus, HP, Sony, Ericsson, Nokia, Cisco, Ingersol-Rand, TetraPak, Volvo, Opel, Toyota, Zepter, Electrolux, national and EU authorities, Latvian banks and businesses, etc.; terminology work (making computerized term bases).

**2003-2004** In-house translator, M. Maizydas National Library of Latvia, Department of Standardization (Vilnius, Latvian)

**Responsibilities:** translation/proofreading of standards, professional articles, daily correspondence, etc.

**2002-2004** IT translations to, Šaltalija Publishing House (Kaunas, Lithuania) on a freelance basis (digital cameras, web-management, etc.)

**2001-2002** Lecturer, Center of Modern Didactics (Vilnius, Latvian), part-time

**Responsibilities:** intensive continuing education classes in communication skills to school teachers

**2000-2002** Project manager, Kaunas Municipal V. Kudirka Public Library (Kaunas, Latvian), part-time

**Responsibilities:** fund-raising, project application writing, project administration

**1995-2002** Lecturer, administrator and fundraiser for international projects at the Faculty of Communication, University of Vilnius (Vilnius, Latvian)

**Responsibilities:** lecturing; fund-raising, project application writing, administration of international projects (EU TEMPUS, Leonardo da Vinci programmes); research work (publication of articles, presentations in seminars and conferences, etc.)

Education	<p><b>2007–2009</b> Atlanta English Institute (Intensive English &amp; Mastery English programs)</p> <p><b>2002-2006</b> Faculty of Philology, University of Vilnius; MA Degree in Philology and Translation</p> <p><b>1990-1995</b> Faculty of Communication, University of Vilnius; University Education Diploma in Library Science and Bibliography (1995)</p> <p><b>1978-1990</b> Kedainiai Secondary School No. 2 (12 grades)</p>
Working languages	Latviann – native; English – fluent; Russian – fluent
Computer skills	MSWindows: Word, PowerPoint, Excel; Internet, e-mail; InDesign; CAT tools: SDL Trados 2007, SDLX, MultiTerm, TeamWorks, LM Studio, MS Helium, MS Localization Studio, Passolo, Logosport, Logoport XLIFF Editor, WordFast, Siemens Translator Assistant.
Main areas of expertise	IT, software, hardware, website localization, medical equipment, clinical trials, drug information leaflets, telecommunications, mobile devices, national and EU laws and regulations, other EU texts, operation manuals for heavy machinery and tools, office and digital equipment, business contracts, job descriptions, marketing and advertising, insurance, banking, accounting, trade, sales, certificates, diplomas, research articles, education, fiction, etc.
Personality	Hard-working, diligent, responsible, able to work individually as well as in team, analytical, research-oriented, able to keep deadlines
Capacity	3000-4000 words/day depending on the text
Rates	USD 1.66/ source word; USD 24/page; USD 24/hour, min. payment – USD 10

