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| EuropassCurriculum Vitae |   |
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| Personal information |  |
| First name(s) / Surname(s)  | Agita Mikelsone |
| Address(es) | Leona Paegles str 6-5., LV-4200, Valmiera, Latvia |
| Telephone(s) | - | Mobile: | + 371 25885766 |
| E-mail | tulkosanasdarbi@gmail.com |
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| Nationality | Latvian |
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| Date of birth | 17.10.1983 |
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| Gender | female |
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| Desired employment / Occupational field | Translator/freelancer/corrector |
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| Work experience |  |
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| Dates | From year 2008  |
| Occupation or position held | Translator/freelancer |
| Main activities and responsibilities | In these years I have translated huge amount of different texts in several language pairs.  |
| Name and address of employer | Freelancer  |
| Type of business or sector | Translation/proofreading |
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| Education and training |  |
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| Dates | 2006 |
| Title of qualification awarded | Project management |
| Principal subjects/occupational skills covered | Making of the projects |
| Name and type of organisation providing education and training | “Professional Education Centre of the Vidzeme” |
| Level in national or international classification | Additional education |
| Dates | 2002-2005 |
| Title of qualification awarded | Business Management |
| Principal subjects/occupational skills covered | Business, marketing, languages, IT, SPSS, accounting |
| Name and type of organisation providing education and training | University of Vidzeme, Cesu str.4, Valmiera, LV-4200, Latvia |
| Level in national or international classification | Highest professional |
| **Specify mother tongue** **Other language(s)** | Latvian English, Russian, German |
| Self-assessment |  | Understanding | Speaking | Writing |
|  |  | Listening | Reading | Spoken interaction | Spoken production |  |
| Language - English |  | 1. | C2 |  | C2 |  | C2 |  | C2 |  | C2 |
| Language- Russian |  | 2.  | C2 |  | C2 |  | C1 |  | C1 |  | C1 |
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| Social skills and competences | I can easily contact with others, I am active, and I am trying to look at everything positively. I have the ability to find common ground with people of all ages and contingent. |
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| Organisational skills and competences | With pleasure I take a part in social activities. I have ability to organize a considerable amount of event (up to 2000 participants), I have long history of event organization. |
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| Computer skills and competences | I have good skills in the computer field: MS Office, Open Office, Google Translation Tool, local translation program Tilde ([www.letonika.lv](http://www.letonika.lv)), Internet (Internet Explorer, Firefox, Opera, and Google Chrome), Adobe. I have basic skills in working with accounting programs. |
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| Other skills and competences | I have good translation skills. I can do my job fast and in good quality. I am always paying big attention to the source text and its context. I have translated large amount of different kind of texts in Russian, English and Latvian. I have cooperated with serious companies. I have experience with Internet Glossaries. **My rate per word is 0.05 $ and per hour 15$.** I can translate about **2500 words per day**.My translation areas are: **business, marketing, IT, psychology, pedagogy, law and building**.  |
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| Additional information | Any references and contact persons You can get on request. |
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