**Curriculum Vitae**

**Personal data**

Name Surname

Dob

E-mail

Phone

Agnese Cīrule

02.05.1989

lama.agnese@gmail.com

+37126205454

**Work Experience**

01.08.2016- present

Latvian Information Agency LETA

Position – Translator

Duties – media monitoring, translation from Latvian and Russian

into English

10.12.2012-01.08.2016

Ar4ers, Ltd

Position – Translator

Duties – translation of various articles from English into Latvian

07.06.2013 - 22.12.2014 Gorillasports

Position – Translator, client service specialist

Duties – translating product descriptions and various texts, replying to customer e-mails

01.10.2010 - 02.12.2013 Translation agency “Littera” Position – Freelance translator

Duties – creating and editing texts, translation of various texts from English and Russian into Latvian and vice versa

01.08.2011 - 30.11.2012 State Police of Latvia

Position – Interpreter

Duties – replying to e-mail letters, interpreting statements and reports from foreign visitors, participation in interviews with victims, arrested persons or suspects, sorting mail and writing letters

01.11.2010 - 01.06.2011 Ltd. “Creative Latvia” Position - Translator/assistant

Duties - translating press releases; data entry, communication wit foreign clients through e-mail and on the Internet, participation in various promotional events; updating data bases

**Education**

30.08.2017-present

The University of Latvia

Obtainable qualification - Professional Master's degree in

translation

Main subjects / skills - Translation theory, Functional stylistics of the Latvian language, Translation of publicistic, specialized, economics, business, medical, legal texts,

05.01.2013-15.05.2013 The University of Latvia

Qualification - Bachelor of Arts in English Philology

Main subjects / skills - English Grammar, English History, Linguistics, Phonetics, English and American Literature.

01.09.2002 - 31.07.2008 Gulbene State Gymnasium, Latvia

Achieved qualification - Diploma of general secondary education

Personal skills

Mother tongue(s) Latvian

Other language(s)

English

Russian

German

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Understanding** | | **Speaking** | | **Writing** |
|  |  |  |  |  |
| Listening | Reading | Spoken interaction | Spoken production |  |
|  |  |  |  |  |
| C2 | C2 | C1 | C1 | C1 |
|  |  |  |  |  |
| B2 | B2 | B1 | B1 | B1 |
|  |  |  |  |  |
| A2 | A2 | A2 | A2 | A2 |
|  |  |  |  |  |

*Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user*

[*Common European Framework of Reference for Languages*](https://europass.cedefop.europa.eu/resources/european-language-levels-cefr)

Communication skills Excellent verbal and written communication skills in an office

environment.

Computer skills Microsoft Office, SDL Trados