



Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Aridana Grabyte**

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Nationality Lithuanian

Date of birth 24/07/1978

Gender Female

Desired employment / Occupational field

Translator

Work experience

Dates 28/03/2004 →

Occupation or position held PM-Translator-Localizator-Proofreader

Main activities and responsibilities Project coordination, Translation, Localization, LSO, LQI, QA, Proofreading

Name and address of employer UAB GLT
Taikos pr. 18-4, LT-91224 Klaipeda (Lithuania)

Type of business or sector Translation, localization, proofreading services

Dates 10/05/2002 - 25/03/2004

Occupation or position held Translator-Proofreader-Localizator

Main activities and responsibilities Translation-Localization-Proofreading-QA

Name and address of employer UAB Tilde IT
Zirmunu 139, Vilnius (Lithuanian)

Type of business or sector Translation-IT-Localization

Education and training

Dates 01/09/1997 - 01/09/2001

Title of qualification awarded Lithuanian Philology

Principal subjects / occupational skills covered Lithuanian Philology, Bachelour

Name and type of organisation providing education and training Vilnius University (university)
Universiteto g. 5, Vilnius (Lithuania)

Level in national or international classification Bachelour

Dates 01/09/2005 - 01/09/2010

Title of qualification awarded English and English Teaching

Principal subjects / occupational skills covered English and English Teaching

Name and type of organisation providing education and training Vilnius University (university)
Universiteto g. 5, Vilnius (Lithuania)

Level in national or international classification bachelour

Personal skills and competences

Mother tongue(s) **Lithuanian**

Other language(s)

Self-assessment
European level ()*

English

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Communicative, honest, cooperative

Organisational skills and competences Organized, responsible, punctual

Computer skills and competences MS Windows, MS Office 2003-2007, Acrobat Adobe, different CAT tools (Trados 2007, Trados Localization Studio 2009, Catalyst, Passolo, Logoport/Translation Workspace, Idiom Word Server, SDLX, Oracle, MS Helium, Transit and others)

Other skills and competences I have been working as full time translator-proofreader since 2000 with specialization in technical and IT field (later also included telecommunications, EU, legal, marketing and medical software & hardware, EMEA and general translations), I have been also involved in numerous proofreading and QA jobs, dealing with terminology and creating glossaries and style guides for translation and localization projects.

Driving licence(s) B

Additional information

These are several of my bigger projects in various experience fields during years 2000-2010:
IT

Translation of Windows XP OS – various parts of the OS – over 120.000 w.

Translation of Excel 2003 – the whole application – over 60.000 w.

HP – translation of product manuals and software – over 350.000 w.

Panasonic – translation of product manuals and software – over 120.000 w.

Epson - translation of product manuals and software – over 120.000 w.

Canon - translation of product manuals and software – over 170.000 w.

Accounting software:

Oracle - software and manuals - over 25.000 w.

Navision - translation of Navision Attain and Axapta OS and documentation, several editions - over 50.000 w.

Heavy machinery

John Deere – translation of manuals – over 100.000 w.

Homag – translation of manuals – over 30.000 w.

Atlas Copco – translation of manuals – over 60.000 w.

Medical manuals

Olympus – over 100.000 w.

Siemens Medical – over 80.000 w.

Alcon – over 55.000 w.

Pharmaceutical & EMEA texts, PILs – over 50.000 words

Marketing

HP marketing materials, incl. web stories – over 300.000 w.

MS marketing materials, incl. web updates – over 50.000 w.

EU documents

Translation of various EU regulations - over 55.000 w.

Also multiple projects in legal field (contracts, procurement procedures) and mobile phones industry (software and manuals for Nokia, Motorola, Samsung, Siemens), in total over 700.000 words during 10 years.