

## Europass curriculum vitae



### Personal information

Surname(s) / First name(s)

**Skarbovskis Dzintars**

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Nationality(-ies)

Latvian

Date of birth

06-Oct-1976

Gender

Male

### Desired employment / Occupational field

Freelance translator

### Work experience

Dates

13/02/2012 -

Occupation or position held

Localization Quality Manager - Latvian, Technology & Tools

Main activities and responsibilities

Responsible for localization and language quality of websites and applications into Latvian. As a part of my work duties are translation from English into Latvian, quality assurance, terminology management and glossary maintenance for EE languages.

Serve as the Assistant Administrator for Expedia's World Server implementation. Assist the Localization Project Managers and Account Managers to create projects and troubleshooting. Provide technical support for our internal and external users, as well as training them as necessary. Manage access to the WorldServer tool for both external vendors and internal users. Work on special projects such as TM cleanup, large scale project implementations and manual workarounds. Run macros and scripts for translatable files and validate the results, and provide feedback for further enhancements.

Name and address of employer

Expedia Inc., Department of Localization, Gemini B, Na Pankráci 1724/ 129, Prague 4, Czech Republic

Type of business or sector

Online travel services

Dates

06/10/2006 -31/01/2012

Occupation or position held

Terminologist

Main activities and responsibilities

Part time job (since 2008). Responsible for the usage of unified terminology in the projects of the Department of Localization and Documentation and other departments of the company Tilde. Creation and maintaining of a local terminology database and translation memory management, work on the creation of new terms. Language pairs working with: English-Latvian, German-Latvian, Lithuanian-Latvian, and Russian-Latvian. I am working also as representative of company Tilde at the Commission of the Terminology at the Latvian Academy of Science. I'm full member of the Terminology Sub-commission for Information Technologies, Telecommunications and Electronics.

Name and address of employer

Tilde Ltd., Department of Localization and Documentation  
Vienības gatve 75a, Rīga, LV-1004, Latvia

Type of business or sector	IT, Software development, localization and translation
Dates	01/09/2009 -
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of technical (IT, telecommunications, machinery, engineering, construction) texts from English and German into Latvian.
Name and address of employer	SDL Finland
Type of business or sector	Translation and localization
Dates	01/07/2008 -
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of technical (IT, telecommunications, machinery, engineering, construction) texts from English and German into Latvian.
Name and address of employer	Tetras GmbH Lise-Meitner Straße 1-13, Wuppertal, 42119, Germany
Type of business or sector	Translation and localization
Dates	01/09/2005 – 01/01/2011
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of technical (IT, telecommunications, machinery, engineering, construction) texts from English, German and Russian into Latvian.
Name and address of employer	PR Stils Ltd Lāčplēša iela 36, Rīga, LV-1011, Latvia
Type of business or sector	Public relations
Dates	01/07/2005 –
Occupation or position held	Freelance translator
Main activities and responsibilities	Translation of technical (IT, telecommunications, machinery, engineering, construction) texts from English, German, Lithuanian and Russian into Latvian.
Name and address of employer	Baltic Media Ltd. Elizabetes iela 2, Rīga, LV-1340, Latvia
Type of business or sector	Translation, localization and language training
Dates	01/10/2001 - 01/10/2006
Occupation or position held	Editor of the IT Department
Main activities and responsibilities	Testing of the latest software and hardware products and writing articles about that. Managing a job of the department and supervising of other journalists in my department, planning of materials in following issues etc. Translation of technical (computers and software related) articles for usage into magazine.
Name and address of employer	SK Latvia Ganību dambis 24a, Rīga, LV-1005, Latvia
Type of business or sector	Publishing
Dates	01/07/2000 - 01/03/2002
Occupation or position held	IT Administrator
Main activities and responsibilities	Creation and maintaining of local Network, project management and administration of website and internet shop development and maintenance. Participation in the creation of tourism Information systems in Riga City and Riga Region.
Name and address of employer	Agency Riga 800

Rātslaukums 6, Rīga, LV-1050

Type of business or sector

Organizations of events, tourism information

Dates

01/09/1999 - 01/01/2001

Occupation or position held

Deputy Director for informatics and statistical analysis

Main activities and responsibilities

Teaching of informatics for a ground and secondary school and IT projects development and implementation. Have been created new computers classroom and website of the school.

Name and address of employer

Zemgales vidusskola (Zemgale Secondary school)  
Slampes pagasts, Tukuma novads, LV-3119, Latvia

Type of business or sector

Education

Dates

01/10/1998 - 01/09/1999

Occupation or position held

Editor of the Department of Economics

Main activities and responsibilities

Managing of the jobs in the Department of Economics, creation of analytical articles about economical situation in Latvia. Published as well articles about computers and IT Technologies.

Name and address of employer

Neatkarīgā Rīta Avīze (Independent Morning Newspaper)/Preses nams  
Balasta dambis 3, Rīga, LV-1048, Latvia

Type of business or sector

Publishing

Dates

01/04/1998 - 30/09/1998

Occupation or position held

Reporter in the Department of Economics

Main activities and responsibilities

Writing news and articles about economics news in the Latvia and in the World,

Name and address of employer

Jaunā Avīze (The New Newspaper)  
Šarlotes iela 2, Rīga, LV-1001, Latvia

Type of business or sector

Publishing

## Education and training

Dates

01/01/2008 -

Title of qualification awarded

Professional master degree in social sciences of translation and terminology

Principal subjects/Occupational skills covered

Translation and terminology

Name and type of organisation providing education and training

Ventspils University College, Faculty of Translation

Level in national or international classification

Higher education

Dates

01/09/1999 - 21/06/2001

Title of qualification awarded

Master degree in the social sciences of management

Principal subjects/Occupational skills covered

Management information systems

Name and type of organisation providing education and training

University of Latvia, Faculty of Economics and Management

Level in national or international classification

Higher education

Dates

01/09/1995 - 20/06/1998

Title of qualification awarded

Bachelor of the engineer sciences in the computer science

Principal subjects/Occupational skills covered

System analysis and development

Name and type of organisation providing education and training

Riga Technical University, Faculty of Automatic and Computing Technique (nowadays – Faculty of Computer Science and Information Technologies)

Level in national or international classification

Higher education

### Personal skills and competences

Mother tongue(s)

Latvian

Other language(s)

*Self-assessment*

*European level (\*)*

**German**

**English**

**Lithuanian**

**Russian**

**Livonian**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
Higher level	Higher level	Higher level	Higher level	Higher level
Higher level	Higher level	Middle level	Middle level	Middle level
Higher level	Higher level	Middle level	Middle level	Middle level
Higher level	Higher level	Higher level	Higher level	Middle level
Basic level	Basic level	Basic level	Basic level	Basic level

*(\*) Common European Framework of Reference (CEF) level*

Social skills and competences

Very good communication skills. These are achieved working with different people in mass media.

Technical skills and competences

Fine skills in computer architecture, networking, software and telecommunications, as well machinery, construction and similar fields.

Computer skills and competences

Working with a lot of mostly used programs – operating systems Windows XP/Vista/7 Windows 2000/2003 Server, Linux, as well applications of the package from Microsoft Office and Open Office, different web browsers (IE, FireFox, Opera), Adobe Photoshop, QuarkXpress, Adobe Acrobat Professional. As well as computer aided translation tools – SDL Trados, SDLX, Idiom WorldServer Desktop Workbench, Microsoft Helium, Localization Studio, Passolo, Across, MemoQ etc.

Other skills and competences

Very good knowledge and practice in creation of a technical terminology into language pairs English -Latvian, German-Latvian, Lithuanian-Latvian, and Russian-Latvian.

Driving licence(s)

B, C1