**Kristina Dulinskaite**

11 Zalioji Str.

Pakruojis

Lithuania

+37064510991

Email: [salkrista@yahoo.com](mailto:salkrista@yahoo.com)

**Personal Profile**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**Key Skills**

* Fluency in English and Lithuanian language; Russian and German (communicative)
* The ability to translate accurately and in a style appropriate for the subject
* Self-motivation
* The ability to meet deadlines
* A flair for research
* Specialised knowledge of a business, technical or scientific field
* Discretion and respect for confidentiality
* The ability to remain neutral and free of bias
* Good IT skills, particularly word processing

**Employment History**

**Language Dean – Translation Services *February 2018 -Present***

***Freelance Translator***

* **Providing translation service online for the company in India.**
* **Proofreading.**

**I have recently joined the above mentioned agency and I have performed a technical patent for it and I have also done proofreading.**

**FCI Multiple Services *September 2017 -Present***

***Freelance Translator***

* **Providing translation service online for the company in the USA.**
* **Proofreading.**
* **Carrying out interpreting assignments for different companies.**

**I have experience with this agency translating mainly medical documents and various certificates.**

**Baltic Translations Ltd. *March 2016 -Present***

***Freelance Translator***

* **Providing translation service online for the company in Riga.**
* **Proofreading.**
* **Carrying out interpreting assignments for different companies.**

**I have experience with this agency translating technical patent, which was based on coffee machine usage instruction guide. The project was of big capacity, it consisted of two parts and was about 19 000 words together.**

**I work on various documents and texts, including medical, technical, law and other documents.**

**Lina TIS Ltd, London *July 2013 - Present***

***Freelance Translator***

* **Providing translation service online for the company in London. Translations I make and have experience in differ from legal to everyday life situations. I am responsible for carrying out the assignments.**
* **Proofreading.**
* **Reproducing the text clearly, accurately and in the style intended by the author**
* **Using specialist knowledge, such as technical terminology**
* **Researching legal, technical or scientific terms and consulting with experts to make sure the translation is accurate**

**I have experience in translating different types of documents, including medical and chemical patents. I’ve experience in translating Safety Data Sheets of chemical products (the project consisted of 15 000 words) and of patents of different medical products (medicine patents, medical equipment – about 25 000 words all together). I also proofread the documents in the above mentioned field.**

**JSC Kalbu Ambasada *March 2012 - Present***

***Director of the company and an English Teacher for private and group adult students***

* **Providing English teaching services for the biggest private language school in the Baltics. Experience in teaching English based on the Direct Method.**
* **Teaching Business English, as well as specialising in some particular language fields.**
* **Providing accountant and management services for the company. Taking responsibilities of the staff and dealing with customers.**

***Translator April 2016 – Present***

* Providing translation service online for the company in Liepaja.
* Proofreading*.*

I have experience in translating various documents. For this company I’ve translated chemical/technical patents, inclusive of declaration of performance. This project consisted of almost 8 000 words. I have also worked on technical patents such as equipment, i.e. tractors and other technical vehicle usage instructions, GPS for tractors usage instructions, as well as other technical patents of other equipment (e.g. in house sauna). These projects contain about more than 60 000 words all together).

**Translation Express UK, Pearl Linguistics, Alpha Consulting Ltd, London *May 2007 – June 2013***

***Translator/Interpreter (Freelance; Self Employed)***

* Providing Interpretation and Translation services to the Legal, Judicial and Immigration systems, as well as for Health Care institutions, Schools and other. I am responsible for undertaking and carrying out the assignments.
* Reproducing the text clearly, accurately and in the style intended by the author
* Using specialist knowledge, such as technical terminology
* Researching legal, technical or scientific terms and consulting with experts to make sure the translation is accurate

**Aramark, London *Sept 2008 – Nov 2008***

***Bartender***

* Mixing and serving drinks
* memorizing a large number of cocktail drinks so I can mix at the customer's request
* Washing glasses
* Collecting payments from customers - opening and closing credit card tabs, accepting cash and giving change, and operating the cash register

**McDonalds, London *Jun 2007 – Jul 2008***

***Customer Service Assistant***

* Serving customers and handling cash
* Selling products or taking orders
* Handling complaints, referring to a manager if necessary

**The National Society of Epilepsy, Gerrards Cross, Buckinghamshire, UK *Jan 2006 – Nov 2006***

***Support Worker***

* Assessing each resident's needs and progress
* Providing physical care
* Creating a safe and positive living environment
* Providing leisure and creative opportunities
* Helping residents to deal with problems and become independent
* Liaising with residents' families
* Supervision of meals, welfare, domestic and social duties

**Linkuva Gymnasium, Linkuva, Lithuania *Sept 2005 – Jan 2006***

***English Teacher***

* I was covering maternity leave as an English teacher in this school. This job gave me loads of emotional experience and knowledge which is really invaluable. I've learned how to control and lead a team of young people, how to make them interested in what I'm talking and teaching about.
* Preparing studying material, teaching, writing reviews and study plans

**SPPG (Schneider and Partner Gmbh), Lithuania *Aug 2004 – Jul 2005***

***Administrator/Translator/Interpreter***

* I was responsible for checking and answering or all incoming emails, telephone calls, preparing meetings and interpreting during them, was writing reports for performed works
* Responsible for company’s finances

**Education & Training History**

**English teacher training, Valodu Vestnieciba, Liepaja, Latvia*****2012, renewing yearly***

* *Direct Method –Introductory course Certificate*

**TLE Training, London *2012***

* *OCR Entry Level 3 Award in Employability Skills*

**University of Cambridge ESOL Examinations, High Wycombe, UK *2006***

* *Cambridge ESOL Entry Level Certificate*

**Kaunas College**, **Kaunas, Lithuania *2004***

* *Higher Education Diploma as an Interpreter/Translator (English Language)*

**Personal skills**

**Mother tongue(s)**

* Lithuanian

**Other language(s)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **UNDERSTANDING** | | **SPEAKING** | | **WRITING** |
| **Listening** | **Reading** | **Spoken interaction** | **Spoken production** |  |
| **English** | **C2** | **C2** | **C2** | **C2** | **C2** |
| **Russian** | **A2** | **A1** | **A2** | **A2** | **A1** |
| **German** | **A2** | **A1** | **A2** | **A2** | **A1** |
|  | **References available upon request** | | | | |