

Curriculum Vitae

Personal information

First name/ Surname

Povilas Miknevičius

Address

J. Jasinskio str. 7/A. Rotundo str. 7-33 B, Vilnius, Lithuania

Telephone

Mobile: +370 600 12576

E-mail

Miknevicius.povilas@gmail.com

Nationality

Lithuanian

Date of birth

12 September, 1988

Gender

Male

Work experience

Dates

2007 – Present

Occupation or position held

Translation Team Lead/Project Manager

Main activities and responsibilities

- Project Management
- Transcreation
- Training new Translators/Reviewers
- Providing feedback to Vendors, Translators and Reviewers (both in Lithuanian and English)
- Creating/updating and assisting in creating Glossaries/Style Guides
- Quality Assurance of various apps and sites.

Name and address of employer

Translation Agency, Vilnius, Lithuania

Type of business or sector

Localization and translation services

Skills gained

- Mastering work specifics
- Gained experience in working with small individual tasks as well as with big continuous projects
- Gained experience in explaining specific (not only Lithuanian) linguistic issue in English to others not necessarily Lithuanian language speakers.

Dates

2006 - 2007

Occupation or position held

Freelance translator

Main activities and responsibilities

Translation/localization and review/proofreading of various texts.

Name and address of employer

Translation Agency, Vilnius, Lithuania

Type of business or sector

Localization and translation services

Skills gained

- Improved English and Lithuanian language skills
- Understanding work specifics in translation office

Dates

2006

Occupation or position held

Freelance translator

Main activities and responsibilities

Translation of various texts and documents from Lithuanian into English Language and from English into Lithuanian Language

Name and address of employer

UAB "AirV", Šv. Stepono 7/Raugyklos str. 4A, 01139, Vilnius

Type of business or sector

Translation and other language-related services

Skills gained

- Improved English and Lithuanian language skills
- Understanding work specifics in translation office

Education and training

Dates	2009 - 2013
Title of qualification awarded	Bachelor in Software Engineering
Name and type of organisation providing education and training	Vilnius University
Dates	2006 - 2008
Title of qualification awarded	Bachelor in Management and Business Administration (incompleted studies)
Name and type of organisation providing education and training	Vilnius University

Personal skills and competences

Mother tongue **Lithuanian**

Other language(s)

Self-assessment

European level (*)

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(*) Common European Framework of Reference for Languages

Social skills and competences Communicability, sociability, diplomacy, facile and rapid integration in different social groups and surroundings, good human relation, public communication skills, openness to innovations, experience in project team work

Organisational skills and competences Quick learner, good organizational skills, experience in supervision and an organizational part of project management, accepting challenges, ability to cope with difficulties and challenges quickly and efficiently

Computer skills and competences Have experience with various Operating Systems:
 -Windows 98, XP, 7
 -Mac OS X
 -Linux (Ubuntu)
 Good command of Microsoft Office Tools:
 -Word
 -Excel
 -Power Point
 -Outlook
 Good command of various CAT Tools:
 -Idiom WorldServer
 -PASSOLO
 -SDLX Translation Suite
 -STAR Transit
 -TRADOS
 -SDL Trados Studio
 -Translation Workspace
 -Google Translator Toolkit (GTT)
 Basic knowledge of Adobe Acrobat.
 Have basic knowledge and experience with some programming languages:
 -HTML
 -CSS
 -Pascal
 -C
 -C++
 -Assembler

Driving licence	B category, 5 year experience
Hobbies	Computers and technology, travelling, automotive.