

Freelance Translator Resume

Kaspars Melkis

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Skills:

Language Translation
Proofreading & Editing
Harmonization, Phone interviews
Language Quality Assessment

Language Pairs:

English–Latvian (native)
Spanish–Latvian
Russian (spoken)

Specialization: IT, Software, Hardware, Localization, Science, Chemistry & Pharmacy, Medical Care, Business

Projects of Significance

LQA (Language Quality Assurance) services for Corporate Translations, General Motors, FACIT.org, Medtronics.

GPS Device User Interface (UI) and Manuals for TomTom, the world leader of GPS devices, Belgium.

High Definition (HD) TV and Home Theater equipment manual translation for Sony, South Korea.

Clinical study protocol and documentation translations for international pharmaceutical companies, Daiichi Sankyo and others.

Powerstation electrical equipment Instruction Manual translation for the new Riga TEC, Japan

Various MSDS translations

Translating manuals into Latvian for JCB (excavators), Sony (DVD players, TV sets), Medtronic medical devices, JELD-Weld, Riga TEC 2, Daiichi-Sankyo etc.

Monetizing website localization for a large company.

More than 4 million words translated, edited, proofread.

General Work Experience

- 2000–2011 Freelance translator in Technical, IT, Science, Business, Medical areas for many Translation Agencies and Clients in the US, Europe and Worldwide
- 1997–2000 Project Manager for the Baltic Translation Group, *The Bhaktivedanta Book Trust International*, Korshnas Gard, Sweden
- 1994–1997 English-Latvian in-house translator at *The Bhaktivedanta Book Trust International*, Riga, Latvia
- 1993–1994 Publishing Editor & Proofreader, *The Bhaktivedanta Book Trust International*, Riga, Latvia

Eduction

- 1996–1997 The Moscow State University, Moscow, Russia, *Translation Theory and Practice*
- 1992–1994 Riga Technical University, Riga, Latvian, *Organic Chemistry*

Software proficiency

- ❖ Trados Studio 2009
- ❖ WorldServer (Web and Desktop tools)
- ❖ MySynergy online tool
- ❖ Accross
- ❖ Deja-Vu
- ❖ SDLX
- ❖ Transit
- ❖ Powerpoint
- ❖ Microsoft Access
- ❖ Adobe Acrobat (PDF editing)
- ❖ FTP server

Hardware used

- ❖ PC and laptop
- ❖ 2 LCD monitor system
- ❖ Laser printer, scanner
- ❖ Backup hard drives
- ❖ Fast DSL connection (+firewall)
- ❖ Voice IP phone (Skype)
- ❖ No games or other software on work computers

References available upon request.