



Europass Curriculum Vitae

Personal information

Surname(s) / First name(s) **Balseviciene Diana**
Address(es) 33 Fairless road, Eccles, Manchester, M30 0HR
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E-mail katauskaite@gmail.com
Nationality Lithuanian
Date of birth 21/10/1981
Gender Female

Desired employment / Occupational field

Translator, interpreter (DPSI holder)

Work experience

Dates **January 2007 to the present**
Occupation or position held Freelance translator
Main activities and responsibilities Translation of The Home Office, HMRC, CBO and NHS documents, leaflets; marketing and legal
Name and address of employer K International, Milton Keynes, United Kingdom
Type of business or sector Translation

Dates **January 2006 to January 2009**
Occupation or position held Freelance translator
Main activities and responsibilities Translation of general legal (various court documents, police reports), medical, technical (including telecommunications) texts, documents, user manuals and web pages.
Name and address of employer UAB Transer, Kaunas, Lithuania
Type of business or sector Translation

Dates **October 2005 to January 2006**
Occupation or position held Freelance translator
Main activities and responsibilities Translation of feasibility study for renovating Lithuanian railways as well as numerous related texts and documents.
Name and address of employer Ardanuy Baltic, Vilnius, Lithuania
Type of business or sector Engineering, IT, telecommunications

Dates **March 2004 to July 2004**
Occupation or position held B2B market researcher
Main activities and responsibilities CATI system
Name and address of employer Transcom Worldwide Vilnius, Lithuania

Type of business or sector Customer service, sales

Dates **June 2003 to February 2004**

Occupation or position held Freelance translator

Main activities and responsibilities Translation of IT texts, documents and user manuals mainly for Microsoft, Nokia, Samsung, Siemens, Oracle, IBM using translating program Trados.

Name and address of employer Tilde IT, Vilnius, Lithuania

Type of business or sector Translation

Education and training

Dates **2000 to 2004**

Title of qualification awarded Bachelor degree in English Language and Literature

Principal subjects/occupational skills covered English language history, lexicology, morphology, semantics, phonetics and phonology, stylistics, basics of translation, literature, Latin, Norwegian, Italian, philosophy, Celtic religion and mythology, Irish culture studies

Name and type of organisation providing education and training Vilnius University, Lithuania

Dates **July 2003 to August 2003**

Title of qualification awarded Summer course for foreign students of Norwegian

Principal subjects/occupational skills covered Norwegian literature, recent Norwegian history, industry, art, geography, political and economic conditions

Name and type of organisation providing education and training University of Bergen, Department of Scandinavian Studies

Mother tongue(s) **Lithuanian**

Other language(s)

Self-assessment
European level ()*

English
Norwegian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(*) *Common European Framework of Reference for Languages*

Organisational skills and competences Good observational, analytical and organisational skills

Computer skills and competences Good knowledge of MS-Software (Word, Excel, Power Point, Outlook, Internet Explorer)

Translation tools: memoQ