



## DAINA JAUNTIRĀNS

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### PROFESSIONAL SKILLS

#### **German > US English translations**

#### **Internal/external corporate communications, investor relations, financial/legal texts:**

- Annual/quarterly reports
- Customer/employee magazines
- Journal and newspaper articles
- Press releases
- Web content
- Presentations, speeches
- Brochures
- Sustainability reports
- Audit/review/compilation reports
- IPOs, fund prospectuses
- Manuals / SOPs / work instructions
- General terms & conditions of business (AGBs)
- Tax treaties
- Contracts

#### **Latvian > US English translations**

General texts, correspondence, genealogy, business, contracts, real estate

- Freelance business/financial translator since 2001 (doing business as Mozaika Language Services, Inc. since 2005)
- Twenty-year track record in time-critical corporate communications translation
- Regular production of accurate, stylish texts for agencies and end clients primarily in Germany
- Extensive experience editing and proofreading English texts written by German speakers
- Native US English speaker and dual citizen of the USA and the Republic of Latvia
- Translation MA, experience in a boutique financial translation company, paralegal certificate, volunteer board and communications experience
- Up-to-date technology: latest Microsoft Office package, MemoQ and Trados Studio for seamlessly handling client requests



## WORK EXPERIENCE

Feb. 2001 – present	<b>Freelance Translator (2001–2005)/ Incorporated as Mozaika Language Services, Inc. in 2005</b>
May 1999 – Dec. 2000	Senior Translator/Translation Manager at Fry & Bonthron
July 1998 – Apr. 1999	Translator/Project Manager at Fry & Bonthron
Sept. 1997 – Jun. 1998	Translator (specializing in corporate communications and investor relations) Fry & Bonthron Partnerschaft Language Consultancy and Services, Mainz-Kastel, Germany

## EDUCATION

1995 – 1997	<b>Master of Arts Translation German/English</b> Monterey Institute of International Studies Monterey, California, USA
1991 – 1992	<b>Study abroad</b> Albert-Ludwigs-Universität Freiburg im Breisgau, Germany
1989 – 1993	<b>Bachelor of Arts (magna cum laude) in German</b> Macalester College St. Paul, Minnesota, USA

## ADDITIONAL TRAINING

Ongoing	<b>American Translators Association/Midwest Association of Translators and Interpreters annual conferences</b> Attended various German/financial/legal/general translation track sessions
Completed May 2015	<b>Paralegal Studies Certificate</b> Oakton Community College, Skokie, Illinois, USA Classes completed: <i>Intro. to Paralegal Studies, Legal Research I and II, Civil Litigation, Criminal Law, Real Property Law, Intellectual Property Law, Contract Law</i>
October 2014	<b>The Perils of Translating International Contracts (Ken Adams)</b> eCPD Webinars
November 2013	<b>The German Legal System</b> eCPD Webinars
Feb. – Mar. 2011	<b>Legal Translation seminar, completed with grade of A</b> Univ. of Chicago Graham School of General Studies



## PROFESSIONAL MEMBERSHIPS

Voting Member	<b>ATA</b> – American Translators Association and ATA German Language/Slavic Language Divisions
Voting Member	<b>MATI</b> – Midwest Association of Translators and Interpreters, former Board Treasurer

## VOLUNTEER WORK

2018 to present	<b>Treasurer</b> Hip Circle Empowerment Center (non-profit in Evanston, IL)
2017 to 2020	<b>Treasurer</b> Midwest Association of Translators and Interpreters
2016 to 2018	<b>Co-administrator and Facebook page moderator</b> Action for a Better Tomorrow – Evanston chapter
2014 to 2020	<b>ETHS Parents Engaged Steering Committee member and Facebook page (ETHS Parents and Guardians) moderator</b> Local high school parent committee
2012 to 2014	<b>Secretary</b> , Latvian Folk Art Museum Board of Directors, Chicago, Illinois, USA
2008 to 2016	<b>Teacher</b> , Latvian School of Chicago (Latvian cultural Saturday school program)
2005 to present	<b>Board member responsible for advertising and PR (including website and Facebook page)</b> Chicago Latvian Association Board of Directors