

Curriculum Vitae – AIVO ROOS

Date of Birth: 23rd November 1959

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www.online-language-translators.com

Employment:

eTranslation (1999-present): Currently working as a freelance translator of English-Estonian, Estonian-English, English-Finnish. Acting as a part-time translator since 1993. Specializing in translations of *hardware and software manuals, legal, technical, commercial, medical documents, IT*. Proof-reading work of other translators.

Languages:

Estonian (native language).

English: fluent (reading, writing & speaking skills)

Finnish: fluent (reading, writing & speaking skills)

Russian: fluent (reading, writing & speaking skills)

Abilities:

Producing quality translations within given deadlines and managing terminology effectively.

May be required to work unsociable hours to meet project deadlines. Solid work ethic.

Education and Qualifications:

Graduated from University of Tartu (Estonia) as trade economist in 1984.

Graduated from Estonian School of Diplomats (studies title: international affairs and

relations) in 1994. International business courses at Anglia Polytechnic School in England (1992).

Hardware:

Windows PC, 1.5GHz Athlon / 512 MB RAM / 40 GB HD / CDRW, fax, scanner, and ADSL Internet access 24/7

Software:

Trados 6.5 Freelance, Adobe Acrobat 6.0 Professional, Adobe InDesign 2.0, Adobe Photoshop 7.0, Adobe GoLive 5.0, Microsoft Office 2002 (Excel, PowerPoint, Word, Access), Norton Antivirus, WinZip, Windows Commander etc.

2001: Translated Daniel Goleman's Emotional Intelligence book (424 pages) -

(<http://www.raamatukoi.ee/cgi-bin/raamat?6964>).

Last larger translation projects (2003):

1st Circuit Group (UK, ongoing), Skrivanek (Czech Republic, ongoing), Connectus (Estonia, ongoing), Interlex (Estonia, ongoing), Galandrex (Estonia, ongoing), Bowne Global Solutions (Slovakia, ongoing), JIB (Korea, ongoing), Clinphone (UK, ongoing), FACIT Multilingual Translations Project (USA, ongoing), Van Lokeren (Belgium), INFORMATION Sarl (France), Ahrendt Translations (Germany), K-International (UK), AWANGARDA (Poland), Studio Melchior (Italy), E-Maker (Singapore), Multilingual Solutions (USA), Textronics (Canada), TECHNICIS (France), euroscript (Luxembourg), Lingo S (Latvia), MediLingua (Holland, ongoing), Wordlex (Germany), United Languages (USA), Studio Melchior (Italy), The Language Lab (USA), Harcz & Partner Ltd (Hungary).

Please email me if I can be of service.

Thank you for your consideration.

All the best

Aivo Roos