

CURRICULUM VITAE

First name, surname: **Ms. Ieva Kupruka**
 Date of birth: 24th of April, 1970
 Place of residence: 300 C Skipton Road, Harrogate, HG1 3HE, UK
 Riga, Latvia
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EDUCATION AND ADDITIONAL COURSES

- ◆ Level 2 Certificate in Adult Literacy 2006/01
- ◆ **Latvian Academy of Culture,**
Department of Cultural Sociology and Public Relations
- bachelor degree in Sociology and English language 1995/09-2001/06
- ◆ Sales Academy” courses in Riga and Tallinn 1999; 2000
 - certificate
- ◆ School “Via Moderna”, courses 1993
 - diploma of secretary-assistant
 - diploma of accountant
- ◆ 1st Secondary School of Yurmala, 1985-1988
 class with specialization in physics and mathematics
 - diploma

WORK HISTORY

- ◆ **Kontinents Publishers Ltd – translator** 2004/07 up to date
 translation of English (British/Irish/American) fiction (romance, thrillers)
- ◆ **Self-employed person, freelance** 1998/08 up to date
 (working for different UK and European agencies, and private customers)
 – translator, copyreader, proof-reader, layout designer
- ◆ Omega Ekspress Ltd – personal assistant 2001/10-2003/04
- ◆ **Publishing house Mantojums and joint-stock company Mantojums –**
project manager, literary and technical editor, proof-reader, layout designer 2001/04-2002/12
- ◆ Amerpap Latvia Ltd – sales and marketing assistant 1999/04-2000/12
- ◆ Home Office of Latvia – data operator/administrator 1996-1999
- ◆ Yurmala Museum Association – research associate 1989-1997

ADDITIONAL INFORMATION

Computer literacy: High level of **Microsoft Office** (incl. Word, Excel, PowerPoint, Access, FrontPage); **Trados**; SPSS+ PC, Fox Pro; Scala, Lats etc. warehouse and accountant programs; Internet Explorer; CorelDraw, ArCon etc. graphical programs; ABBYY Fine Reader, **Adobe Acrobat, QuarkXPress** etc. layout programs etc.; photo processing programs.

Translation software – TRADOS (v. 6.5 and v.7.0), SDLX Lite 2006, PROMPT, Pragma.

Languages: **English** - good orally and excellent in writing
Russian – excellent
 Spanish, Italian – elementary
 Most of Slavonic – I can understand
Latvian – native

Interests: Literature, music and culturology. Languages.
 Translations. Tourism and hiking.

MY LATEST TRANSLATION WORKS:

Fiction:

- Scottoline L. Dirty Blonde (Kontinents Publishers Ltd), 2007
- Phillips S.E. Hot Shot (Kontinents Publishers Ltd), 2006
- Tracy P.J. Want to Play? (Kontinents Publishers Ltd), 2006
- Johansen I. The Face of Deception (Kontinents Publishers Ltd), 2005
- Brooks L. Bait and Switch (Kontinents Publishers Ltd), 2005
- Bagshawe L. Venus Envy (Kontinents Publishers Ltd), 2005

EXAMPLES OF MY RECENT TRANSLATIONS:

- Voters guidance documents (proofreading)
- Smoking legislation in Northern Ireland (proofreading)
- Decrees and judgments
- Outcome of homelessness application (standard forms for borough council)
- Equal opportunities statement and policy and Race relations policy documents
- Training policy and programme
- Various materials for airline home page
- Material Safety Data Sheets
- WRS deduction forms; tax relief at source
- Online gambling, poker website
- Extracts for in-patients medical cards, birth certificates
- Gaming keyboard, computer pen tablet etc. multimedia manuals
- Air Angle Wrench etc. electrical handheld tools manuals and safety instructions
- Internal gear pump user's manual
- Information Pack (induction, labour safety and health protection instructions, and fire-prevention regulations) for a UK food manufacturer
- Business Plan for production of 'live' beer for a Latvian company
- IT/biometrics commercial offer for a government tender

EXAMPLES OF OTHER WORKS:

- Contracts (Sales contacts, Rental agreements, Employment contracts, Contracts for Services etc.);
- Handouts, promotional letters, market research projects (i.e. research of Latvian medicinal production market in the tensiometers category) and marketing reports, interim reports, annual statements, consultative projects (incl. explanation of planned financial information essential tendencies and changes, detail design development in accordance with corresponding constructional norms etc.), questionnaires, results and summarizations of inquiries, general statistical data of economic development and intra-industry situations etc.
- Proofreading and translation of archaeological articles for the Latvian Institute of History, proofreading for archaeological book, Kristapiņu pilskaļns (Hillfort of Kristapini) and summary translation.
- Web pages (www.zepter.lv); (www.osb.lv) - building materials and building technicalities; *New Holland*, *Horsch* technics (www.preiss.lv)
- handouts, catalogues, booklets, leaflets, promotional materials (cosmetics for children and adults – skincare, make-up, perfume; approved medical devices – Bioptron, tensiometer etc.; home art – cutlery, bedclothes, porcelain; home care – cookware, tableware, multifunctional mixers, vacuum system, vacuum cleaner; luxury – home design luxurious collections, jewellery, timepieces, writing instruments; security alarm system Spytel; *HORSCH* cultivation and seeding technology; JVC collection 2005; air purifying systems etc.)

Owner's instructions, operation instructions, user's manuals:

- *New Holland* tractors, combine harvesters etc.;
- Gas boilers (Kondensich Ko, Wandich).
- *Bulk IT*, bulk weighing controller (*Systemtechnik und Industrieautomation GmbH*).
- *New Holland* Tractor operator's manual, model: TDD; *New Holland* General Aftersales Logbook;
- *Uni-Duo Seeder* working instruction;
- *Samsung and Sharp* PDP/LCD/colour TVs, DVD-Video recorders;
- *Samsung and AKAI* portable MP3-CD players and digital audio players, digital voice recording devices and portable media centres, DVD karaoke systems;
- *Samsung* home appliances – microwaves, refrigerators, vacuum cleaners and accessories, washing machines, dishwashers;
- *Samsung* digital camcorders and digital cameras;
- *Luxell* oven;
- *Roadstar* DIVX-PVD players, portable CD-MP3 players;
- *JVC* mini component systems; general production specification (digital audio players, micro component systems, CD portable systems, digital home cinema systems, speaker systems, audio-video control receivers, DVD video player and VHS Hi-Fi stereo video recorder combo, video decks, mobile PC, portable CD players, compact component systems, DVD compact component systems, digital media cameras, digital video cameras, compact VHS camcorders etc.)

SKILLS AND PRACTICE:

- I can make layouts of books, illustrated advertising materials etc. using QuarkXPress, Adobe Acrobat, FrontPage and other programs, and write translations over source materials.
- Recently I have translated books of English/American authors and manuals of electrotechnics, so-called 'white' technics and agricultural machinery, but my previous experience include translation of technical/engineering, business, marketing and IT/telecom materials, surveys of archaeological excavations etc.
- I'd rendered into English/Latvian/Russian many term papers, graduation projects for bachelorship and master's degree, and source materials of marketing and accountancy, economy (i.e. offshore funds), psychology (i.e. articles about dreams by C.G. Jung; autism and training courses for retarded children), IT/wireless communication systems, descriptions of well-known and original software etc.
- I had studied sociology, marketing, management, ethics, aesthetics, psychology, music, literature and culture history, as well as other subjects using numerous original materials in English, so I'm familiar with relevant specific terms and expressions.
- I'm responsible, accurate and easy-going person.

REFERENCES:

Ms. Sonja Zemite (marketing director)
Kontinents Publishers Ltd
17 Elijas Str., Riga, Latvia
tel. 00371 6514181

Konstantin Belkin (director, member of the board)
IBN Ltd/AIM group
2-1/1 Markalnes str., Riga, Latvia
tel. 00371 7752735