

Elina Poste

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SUMMARY OF QUALIFICATIONS

- More than 10 years of experience as a freelance linguist (translator, editor, proofreader, transliteration, MTPE, subtitle translation/editing, QA).
- Content writer and editor.
- Native language: Latvian and Macedonian
- Translating materials for Samsung, Rituals, Ryanair, P&G, Microsoft, Amazon, FedEx, Microsoft, the European Medicines Agency, Parxel, Johnson & Johnson, etc.
- Experience in AI training/testing.
- Working on SEO projects – online, offline, technical, SEO audit, link building. Performing analysis.
- Website development with Wix and Wordpress.
- Email marketing, CRM.
- Computer skills, CAT tools, digital marketing tools: Google Docs, Google Sheets, Microsoft Office, Trados 2022, Phrase, MemoQ, Across, Wix, MailChimp, ScreamingFrog, Wordfast, XTM, Xbench, QA Distiller, Smarting, XTM, SmartCAT, GoogleAds, Meta Business Suite, WordPress, AI tools, etc.
- Finished additional courses in digital marketing, business and leadership, and crisis intervention (problem-solving).
- Skills: content writing, SEO online, SEO offline, SEO audit, email marketing, Google ads, META Suite, Google Analytics, landing page, website, newsletter development, proofreading, editing, time management, project management, budgeting, team management, team organization, leadership, keyword search, metadata development, copywriter, paid social media, organic marketing, etc.

PROFESSIONAL EXPERIENCE

Latvian Division Manager

May 2023 – March

2024

Productive Playhouse (USA),

- Lead Translator team
- Organize and assign projects
- Quality Assurance
- Oversee projects and quality, etc.

SEO linguist

2021 – (current)

TransPerfect (USA), etc.

- Translate search keywords, etc.
- Research search keywords, and provide data analysis
- Metadata creation etc.

- Digital marketing. Translate, post edit, edit and proofread medical and life-science-related materials and legal documents, for example, agreements, patient information cards, medical records, instruction manuals, etc.

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Content writer/copywriter

2017 – (current)

TransPerfect (USA), personal blog, etc.

- Personal blog about traveling in Macedonia.
- Content adaptation tasks for cruise ships and some marketing strategies.
- Content author for articles in few magazines in Latvia.

Freelance translator

2013 – (current)

Acolad (Finland); TransPerfect (USA), Amplexor (Romania), Edit Perfect (Czech Republic), THG (UK), ULG (Germany), Summa (Germany), Codex (UK), Creative Translations (UK), Fidel Technologies Pvt. Ltd. (India), DeLux Studio Sfera Studio (India), Vistatec (Ireland); etc.

- Translate, post edit, edit and proofread medical and life-science-related materials and legal documents, for example, agreements, patient information cards, medical records, instruction manuals, etc.
- Translate documents and work with projects like fashion-related materials, magazines, trends, medical cases, insurance cases, legal documents (court documents, agreements, policies, etc.), IT term descriptions, QRD templates, subtitling, etc.
- Subtitle translation, editing.
- AI training and testing.
- QA
- Transliterate and transcreation.
- Edited projects like Mazda manuals, Sony instructions, Omron devices, etc.
- Translate/edit medical cases as Samsung product descriptions, legal notifications, medical reports for American insurance companies, medical equipment descriptions, and technical (Electrolux, Sony).
- QRD translations for the European Medical Agency
- MTPE for projects like Parxel, Ryanair, Microsoft, and Amazon.

ESL Teacher/tutor and teacher trainer

2018 – 2020

Online teacher for Waijiaoyi.

- Teaching English to students from age 4-16. Also teaching adults.
- Trainer for adults, teachers

Legal advisor

2009 - 2015

Association “Attistiba JP”, Yaunpiebalga, Latvia

- Provide advises to people who cannot offer a lawyer.
- Give legal support to the association during their policies, disputes, employment, contracts, etc.
- Read and review all the legal documents of an association and make sure they are properly made and drafted.

Project manager, marketing specialist, and freelance translator 2008 - 2015
Association “Attistiba JP”, Yaunpiebalga, Latvia

- Accomplishes project objectives by planning and evaluating project activities.
- Meets financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Event planning and organization.
- Marketing strategy designing and implementation.
- Translate documents from English/ Macedonian/ Latvian or Russian to Macedonian/ Latvian/ Russian or English

Insurance Case Specialist 2007 – 2009
AAS Baltikums, Riga, Latvia

- Providing consultation on a diverse portfolio of claims.
- Make decisions about compensation.
- Mentoring junior team members.
- Ensure compliance with legislative and regulatory requirements.

VOLUNTEER EXPERIENCE

Psychology Consultant 2008 – 2013
Youth magazine Sirups, Riga, Latvia

- Give psychological consultations to youngsters.

Psychology Consultant 2008 – 2010
Association Children and Youth Trust Phone, Riga, Latvia

- Give psychological consultations for youngsters, children and parents.
- Take appropriate measures if children are under some risk, violence, etc.
- Teaching kids and youngsters.

EDUCATION

Digital marketing, SEO 2023- (current)
Qinshift (Seavus Education & Development Center), Skopje, Macedonia

Master’s Degree of Business Translation 2020 – 2023

University American College Skopje, Skopje, Macedonia

Bachelor – BA of English language and literature

2015- 2018

University American College Skopje, Skopje, Macedonia

Bachelor of Law (not finished)

2005- 2008

School of Business Administration Turiba, Riga, Latvia

Certificate for Crises Intervention

2008

Association Children and Youth Trust Phone, Riga, Latvia

ADDITIONAL

1. Wrote and managed the following projects:

->2010th of the "Family Centre" project in the European Union LEADER programme.

->2010th of the project "To speak the rhythm" in the European Union " Youth in Action" programme.

-> 2009th June project " Youth Centre" in European Union LEADER programme.

->2009th On 21st May in the project submitted to the Latvian Republic of Children, Family, and Integration Affairs Ministry project tender "Support to Youth Centres functioning in the municipality".

2. 2008th year 6. October received a certificate for the training course "Crisis Intervention", a successful acquisition.

3. Content writer for magazines and blogs.

REFERENCES

- Available Upon Request