

PERSONAL INFORMATION

Ramune Mimiene

 A.Brazaicio 25-43, Marijampole, LT-68154, Lithuania

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Sex Female | Date of birth 16/05/1980 | Nationality Lithuanian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Freelance translator

WORK EXPERIENCE

2013-2014

Personal Interpreter

Private limited company "Vakarų Titanas"

- Interpreting during negotiations with clients from Norway.

Business or sector Building and constructions

2013 - 2014

Administrator

Juodeliai UAB, Gediminas st. 30. Marijampole, Lithuania. www.juodeliai.com

- Responsible for smooth running of the company,
- Providing support to CEO and all the staff.

Business or sector Wood processing company

2012 - 2013

Interpreter

Pearl Linguistics and The Big Word

- Interpreting for doctors and patients; Lithuanian-English/English-Lithuanian

Business or sector Interpreting

2007 - 2013

Assistant Clerk to the Council

Brampton Parish Council, Brampton Memorial Centre, Thrapston Road, Brampton, Huntingdon, Cambridgeshire, UK Tel.: 01480 454441, www.brampton-cambs-pc.gov.uk

- Responsible for assisting the Clerk in ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.

Business or sector Local Government

2003 - 2004

English Language Tutor and Translator

Sekmes "Varpas", Misko str. 32, Kaunas, Lithuania,

- The majority of my work was teaching adults English Language and translating various texts from/to English Language.
- I took on board new innovations and conformed to them, was able to work under time pressure and complete all assignments on time,
- Managed to combine work with studies and teaching.

Business or sector Foreign language learning centre

2002 - 2007

English Language Teacher and a Form Tutor

High school "Purienos", S. Lozoraicio str. 13, LT-50137, Kaunas, Lithuania www.purienos.lt

- Participated in effective classroom management approaches,
- Monitored small and large group activities,
- Gained ability to develop lesson plans on a wide range of topics and varying levels of academic ability.
- Used my own initiative and creativity which resulted in a more productive relationship within the school (teachers, parents and children).

2001 - 2002 **Business or sector Education**
English Language Teacher of pre-school classes
 Primary school "Ziburelis", R. Jukneviaus 82, LT68192, Marijampole, Lithuania

- I combined the last year of undergraduate studies at Teacher Training College with this challenging job, so therefore developed excellent skills of time management and working under pressure
- First step into successful teaching, excellent beginning.

Business or sector Education

EDUCATION AND TRAINING

2014 **Certificate in Enhancement of the cooperation in the company** Replace with EQF (or other) level if relevant

Training by Joint Stock Company Mercury International.

- Topics of the team and teamwork psychology analysed, successfully used in practice.

2008 – 2011 **Certificate in Local Council Administration PG 2008 (CiLCA)** Replace with EQF (or other) level if relevant

University of Gloucestershire, United Kingdom

- Recognised national certificate for councils.

2002 - 2006 **Bachelor of English Philology Qualifying degree (BA)** Replace with EQF (or other) level if relevant

University: Vytautas Magnus University, Kaunas, Lithuania K. Donelaicio str. 58 www.vdu.lt

- Acquired knowledge can be applied across a wide range of career destinations from tourism and public relations to publishing, administration and teaching.
- UK NARIC assessment: is considered comparable to English Bachelor degree standard.

1998 – 2002 **Teacher of English Language, Diploma (cum laude)** Replace with EQF (or other) level if relevant

Teacher Training College, Marijampole, Lithuania www.marko.lt

- UK NARIC compared to British Bachelor degree standard.

1995 – 1998 **GCE Advanced Subsidiary (AS)** Replace with EQF (or other) level if relevant

Marijampole High school, Vytautas str., Marijampole

- UK NARIC assessment: Every subject passed may be considered at least comparable to GCSE grades A-C.

PERSONAL SKILLS

Mother tongue(s) Lithuanian

Other language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Russian | B2 | B2 | B1 | B2 | B1 |
| German | A1 | A1 | A1 | A1 | A1 |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Nice manner and very good communicational skills when dealing with general public (gained through my experience while working in Lithuania and abroad in the United Kingdom (6 years experience serving for the Community of Brampton, Cambridgeshire))
- Delighted and cheerful disposition.

- Organisational / managerial skills**
- Managed and administered all services and that included managing the staff and all staff issues. Total staff positions at Brampton were 11.
 - Adaptable and capable of managing adjustments
 - Supported the 15 Councillors and their 7 main committees.
 - Organise group work while teaching English
- Job-related skills**
- well organized and conscientious
 - Reliable and trustworthy
 - Flexible
 - Able to multitask
 - Can easily adjust to the fast changing environment and I like dynamic environment
 - Every day is different means every day is full of new opportunities that have to be used.
 - Good command of languages
- Computer skills**
- IT trained to an advanced level
- Other skills**
- psychology
- Driving licence**
- B

ADDITIONAL INFORMATION

- Voluntary work**
- 2010 -2013 Volunteer – a parent helper at Brampton Village Primary School , Brampton, Huntingdon, Cambridgeshire, PE28 4RF, UK (01480 375063, Headteacher) – Reception, Y1 and Y2, I assisted teacher in daily classroom activities working with 4 - 6 year olds, also with the administrative jobs in the class.
 - 2010 -2013 – volunteered to help to produce and edit a local newsletter ‘Brampton Matters’, - Annual Return Issue using MS Publisher.
- Courses**
- 2014 Courses “**The wisdom of your face in business and purchasing**” by **Association of Administrative Officers (ADA)** courses for the leaders and sales managers: www.adasociacija.lt Vilnius, Lithuania.
- References**
- Available on request.

ANNEXES

- copies of degrees and qualifications.