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# MAKSIMS MATVEJUKS | TRANSLATOR

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## PROFESSIONAL SUMMARY

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Detail-oriented and efficient Multilingual Translator with considerable experience working in professional and scientific communities and providing quick, accurate and concurrent translation and interpretation services. Exceptionally accurate translation skills, including simultaneous translation between all parties during teleconferences and in-person meetings. Diverse translation work including proprietary scientific materials and large-scale executive organization documents. Consistently relied upon for verification and correction of translated materials. Experience teaching other translators through one-on-one mentoring and professional development courses. Passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.

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## SKILLS

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- English, Russian, Latvian & German languages
- Legal, Financial, Medical, Technical Documents
- Interpreting spoken language
- Well Organized / Time Management
- Rich vocabulary, Punctuation & Grammar
- Data entry & Transcribing
- Proofreading & Editing
- Active listening & Teamwork
- Multilingual customer service
- Phone, Email & Face to Face Communication
- Cultural knowledge
- Attention to detail
- IT Proficiency (Microsoft, Excel, PowerPoint, etc.)
- Article Research
- Relevant industry understanding
- Creative Writing Skills

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## WORK HISTORY

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**Translator & Interpreter and Assistant Sales Manager, 07/2018 – present**  
**Flagman Seafood LLC – Riga, Latvia**

- Replicated flow, style, and overall meaning of 1000+ original texts.
- Provided language/linguistic skills to convert highly technical product descriptions from Russian/Ukrainian to English and English to Russian/Ukrainian with translations that are accurate and reflect the style and manner of expression of native Russian & Ukrainian/English-speaking people.
- Provided excellent multilingual interpretation services at 13+ management meetings and during telephone and video conferences per week, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Researched legal, technical, financial, and medical phraseology to ensure that the correct translation is used.
- Consulted 30+ specialized dictionaries, thesauruses and reference books to identify the closest equivalents for special terminology, words and phrases.
- Through many different ways maintained message content, tone and emotion as precisely as possible.
- Mentored 9 intern translators, including teaching internal professional development courses and reviewing final project materials.
- Coached 11 sales associates in product specifications, sales incentives and selling techniques, significantly increasing customer satisfaction ratings.
- Researched new products and services to drive revenue and support short- and long-term strategies.
- Strengthened performance by applying excellent program and project leadership skills.
- Worked diligently to resolve unique and recurring complaints, promoting loyalty and enhancing operations.
- 4 times per week generated sales reports to help upper management make effective decisions and sales plans.
- Developed monthly team action plans and monitored progress.
- Ran weekly inventory reports to verify the highest grossing products were properly stocked and readily available.

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## EDUCATION

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**General education:** Salaspils Secondary School No 2 (09/2009 – 06/2014), Riga Secondary School No 72 (09/2014 – 06/2021)

**Higher education:** Baltic International Academy - European Studies (Social Sciences) - Bachelor of Science - Remote Learning (09/2021 – 06/2024)

**Clubs and memberships:**

- Captain of the boys basketball team
- Three-time winner of local chess competitions
- After-school charity volunteer

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## HOBBIES AND INTERESTS

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**Charity**

From time to time, I donate certain sums of money to various charitable organizations, especially those that help low-income families and orphans.

**Literature**

Gold at the all-Latvian contest of literature essays (2021).

**Environmental activities**

Whenever I have a chance, I organize a cleanup day in my city, liberating it from various garbage.

**Physical activity**

Several times a year I take part in marathons, which involve overcoming different distances.