

EELE PRINTS-DE TISI

Estonian into English English into Estonian

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Estonian mother tongue speaker, MA degree from the University of Tartu in Estonia, studied also in the University of Surrey. Translating since 2002, including a year as an in-house translator in a translation agency. Specialise in labour market and policy. Offering high quality translation, proof-reading, editing and transcription. Residing in the UK since 2004. Qualified member of the ITI since 2016.

TRANSLATION EXPERIENCE

Languages: I translate both **into** and **from English**. It tends to be about 50/50 division.

Specialisation: in **labour market** and **labour policy**, but regularly translate a wide range of subjects from research summaries, formal and business communications, salary surveys and clinical trials to public speeches, EU related videos and texts, and various product information.

CAT tools: - memoQ Translator Pro 2015
- SDL Trados Studio 2019

Other tools: - FTW Transcriber

Memberships: qualified member (**MITI**) of the ITI since 2016, associated member since 2005.

Freelance translator, UK and Estonia

2002 – ongoing

- Some of my latest jobs:
 - salary survey questionnaires
 - transcriptions ET>ET and ET>EN
 - official letters and business communication
 - clinical trial outcomes summary
 - revision of the ET glossary and style guide for a famous shoe company and subsequent revision of their product information texts on their website
 - texts for EU Citizen App, EU Health and other such EU texts
 - two large ECA audit questionnaires with replies
 - various product information
 - employee feedback questionnaire
 - proofreading EN subtitles for an Estonian TV drama
- My first translation request from a **UK translation agency** dates back to 2004. I still work with the company 16 years later. There are now around 40 translation agencies in my books from the UK, Europe and the US.
- Long-term **direct clients** from Estonia – salary survey agency, applied research company and Estonia's biggest employers' organisation.

Lingo OÜ, Pärnu, Estonia

2003 – 2004

Translation and interpreting services. I left the company due to my relocation to the UK.

In-house Translator/Interpreter

- **Translating** into and from English – legal documents, technical manuals, advertising texts, business correspondence, EU documentation etc.
- **Interpreting** assignments included town council receptions to foreign delegations, business negotiations, conferences, signing of notarial deeds and court interpreting.

Eele Prints-De Tisi

- Became the **main translator of English** in the company, co-ordinated larger translating projects and dealt with foreign clients.

OTHER WORK EXPERIENCE

Lloyds Banking Group, Bristol

2004 – 2010

Learning & Development department in Halifax Bank of Scotland (HBOS). Working in a nationwide multi-site environment.

MI and Reporting Assistant

2008 – 2010

Monitored training budget spend; produced regular training MI to Head of Learning; managed invoice processing; supported large-scale training projects with day-to-day administration and liaised with external trainers.

Learning & Development Support

2006 – 2008

Everyday L&D administration for eight trainers; used SAP system to record & report on course attendance; produced course related MI; processed invoices; administered psychometric tests; managed a shared inbox for learning and personal development related queries.

Learning & Development Administrator

2004 – 2006

Managed in-house learning resource library; supported day to day course delivery of six trainers; booked rooms and facilities and organised transportation of course materials between sites; coordinated and ordered stationery across sites.

EDUCATION

University of Tartu, Estonia

2001 – 2002

MA in Conference Interpreting (English-Estonian)

University of Surrey, Translation Studies, UK

1999 – 2000

Successfully applied for a grant to study in the UK for an academic year. In addition to translation specific courses also read British Politics, History, EU politics, etc.

University of Tartu, Estonia

1996 – 2001

BA English Language and Literature

OTHER INFORMATION

Personal development: I attend the Association of Independent Professionals and the Self-Employed (IPSE) workshops in Bristol and take part in their webinars on business, accounting and marketing. Follow ITI and eCPD webinars.

Hobbies: I love quizzes and regularly take part for fund raising or just for fun. I read with pupils at my children's school as a volunteer and help out with trips. I was once filmed for the Hairy Bikers TV show *Mums Know Best* and cooked the presenters Dave and Si some Estonian foods.