



## Curriculum vitae

### PERSONAL INFORMATION

Name <b>Marge Sütt</b>	Nationality <b>Estonian</b>	Date of birth <b>24.02.1969</b>
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MOTHER TONGUE	<b>Estonian</b>
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LANGUAGES	English	Russian				
◆ READING	excellent	very good				
◆ WRITING	excellent	Good				
◆ SPEAKING	excellent	Good				

Please use the following indications: elementary – fair – good – very good – excellent

### EDUCATION AND TRAINING (RELEVANT ITEMS ONLY; STARTING WITH THE MOST RECENT)

PERIOD	DIPLOMAS/QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTES, ETC.	COUNTRY
11/2015	Online memoQ training	Kilgray Ltd	Hungary
06/2013	XTM workbench training (online)	Lingo24	UK
02-05/2013	10 days of 4-hour seminars and trainings: English-Estonian legal terminology ( <i>Eesti-inglise õigusterminoloogia</i> ) Lectors: Raul Narits, Tim Kolk, Irene Kull, Andres Vutt, Kaupo Paal, Virgo Saarmets, Mari Ann Simovart	University of Tartu, Faculty of Law	Estonia
02/2011	2-day training course: Legal Translation training	University of Tartu	Estonia
1987 –1992	(MA) English Language and Literature	University of Tartu	Estonia

### TRANSLATION EXPERIENCE

I have been working as English-Estonian-English Translator for 25 years. 15 years as a full-time in-house translator /editor and as a freelancer. Translation currently accounts for **100%** of my total income.

### TECHNICAL SKILLS AND COMPETENCIES

- Extensive knowledge on and experience with subject matters: General, Technical, Patents, Legal, Estonian and EU law, Online gaming, Marketing, Banking, Commerce, Finance, Transport, Environment, Construction, Foodstuffs, Agriculture, IT and Telecommunications, Energy, Microbiology, Genetics, Medical Equipment.
- Extensive knowledge on and experience with various text editing software as well as computer hardware.
  - Very good knowledge and experience with Microsoft Windows, MSOffice 2010/2013/2015, Adobe Acrobat, FTP servers, different web browsers, online dictionaries, and in-house servers TMs and term-bases.
  - Very good command on CAT tools DSL Trados 2007/2011/2014, TagEditor, MemoQ 2014, and Apsic Xbench, WordFast, Transit, memSource, SmartCat, Wordbee, Across.
- Experience with technical and engineering texts: automotive texts, including heavy-duty machinery such as tractors, excavators, cranes; user manuals, medical equipment; power engineering (Narva Power Plants), industrial valves (e.g., a three-month project last year), etc.
- Experience in translation of patents – over 1000 pages: Genetics, Microbiology, Medicinal Products, Chemistry.
- I have been co-translator and editor of “Juridica International” since 1999. “Juridica International” is an English- language law journal targeting international audiences.

<b>Contacts</b>	
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