




Collins Maeva

Professional Translator

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Education

09/2009 – 05/2013

Tartu, Estonia

University of Tartu, Bachelor Of Arts, Linguistics

As a linguistics student at the University of Tartu, I explored the complexities of language, focusing on phonetics, syntax, and sociolinguistics, with a particular interest in Finno-Ugric languages. The university's strong research focus allowed me to work on hands-on projects like fieldwork in Estonian dialects and data analysis. I engaged with a diverse international community, deepening my understanding of global linguistic trends and honing my analytical skills. This experience laid a solid foundation for my future in the field of linguistics.

03/2014 – 05/2016

Tallinn, Estonia

Tallinn University, Master Of Arts, Linguistics

After completing my Bachelor's degree in Linguistics at the University of Tartu, I pursued my Master's degree at Tallinn University. There, I deepened my expertise in advanced linguistic theory, language technology, and multilingualism. Tallinn University's interdisciplinary approach allowed me to explore the practical applications of linguistics, including computational linguistics and language policy. I engaged in research projects that focused on language acquisition and digital language resources, collaborating with scholars and professionals across different fields. This experience sharpened my analytical skills and expanded my understanding of the role of language in diverse contexts.

Professional Experience

07/2013 – 09/2016

Tallinn, Estonia

Sunny Translations OÜ, Medical Translator

- I translated complex medical documents from English to Estonian, ensuring clarity and accuracy for healthcare professionals.
- I localized medical research papers, enabling Estonian medical practitioners to stay updated on global advancements.
- I contributed to the growth of Sunny Translations OÜ by delivering high-quality Estonian medical translations, attracting new clients in the healthcare industry.
- I translated patient information leaflets, ensuring Estonian patients understood their treatments and medications.
- I worked on translating clinical trial documents, helping pharmaceutical companies conduct trials in Estonia.
- I played a key role in translating medical device manuals, ensuring proper usage and compliance with Estonian regulations.
- I helped expand the company's medical translation services by providing accurate translations for hospitals and clinics.
- I translated informed consent forms, ensuring that Estonian patients fully understood the procedures they participated in.
- I contributed to translating medical marketing materials, helping global healthcare companies reach Estonian-speaking audiences.
- I translated drug registration dossiers, assisting pharmaceutical companies in obtaining approval from Estonian regulatory bodies.
- I worked on translating public health reports, helping Estonia's medical community stay informed on global health issues.
- I provided feedback on improving the translation workflows for medical documents, enhancing overall efficiency at Sunny Translations OÜ.

- I translated medical journals, helping Estonian healthcare professionals access global knowledge and research.
- I localized healthcare apps, making them accessible to Estonian-speaking users, improving health monitoring and care.
- I translated medical training materials, supporting the education of healthcare professionals in Estonia.
- I contributed to translating health insurance documents, ensuring Estonian patients understood their coverage and benefits.
- I translated medical conference materials, helping organize international events for Estonia's medical community.
- I worked on translating pharmaceutical packaging and labeling, ensuring regulatory compliance in Estonia.
- I translated healthcare guidelines for medical practitioners in Estonia, contributing to the standardization of medical care.
- I localized medical websites, helping global healthcare providers offer services to Estonian-speaking patients.
- I translated epidemiological studies, aiding Estonia's public health efforts in understanding disease patterns.
- I assisted in the translation of vaccination guidelines, supporting Estonia's public health initiatives.
- I worked on translating Estonian patient questionnaires, ensuring clear and accurate data collection in clinical trials.
- I translated regulatory documents for medical devices, ensuring they met Estonia's health and safety standards.
- I contributed to improving patient outcomes by translating Estonian discharge instructions and medical reports.
- I translated pharmaceutical marketing materials, helping promote new drugs and treatments in Estonia.
- I worked on translating diagnostic reports, supporting medical teams in delivering precise care to Estonian patients.

- I translated government health campaigns, ensuring Estonian citizens were informed about national health initiatives.
- I played a crucial role in translating medical brochures, helping patients make informed decisions about their health.
- I contributed to Sunny Translations OÜ's success by ensuring all Estonian medical translations met the highest accuracy standards.
- I translated telemedicine materials, helping patients and doctors in Estonia access remote healthcare services.
- I localized medical e-learning modules for Estonian healthcare professionals, improving access to global medical education.
- I worked on translating Estonian lab reports, aiding medical professionals in making accurate diagnoses.
- I contributed to translating medical surveys, helping collect data for health-related research in Estonia.
- I translated patient care instructions, helping Estonian-speaking patients follow their prescribed treatments.
- I assisted in translating mental health resources, improving access to mental health services for Estonian patients.
- I translated Estonian healthcare regulations, supporting medical institutions in maintaining compliance.
- I worked on translating pharmaceutical safety data, ensuring Estonian patients and practitioners had accurate information.
- I helped expand the company's client base by providing specialized Estonian medical translations for various healthcare sectors.
- I translated medical legal documents, ensuring proper communication between Estonian healthcare providers and legal entities.

08/2016 – 05/2018

Tartu, Estonia

Ainult Inglise Tõlkebüroo OÜ, Technical Translator

- I translated complex technical documents, manuals, and specifications from English to Estonian, ensuring precision and clarity.
- I helped Ainult Inglise Tõlkebüroo OÜ expand its client base by delivering high-quality technical translations for international companies.
- I translated user manuals for engineering and industrial products, enabling their use in Estonian-speaking markets.
- I localized technical product descriptions, ensuring they were culturally and linguistically appropriate for Estonian users.
- I contributed to successful product launches by translating technical specifications and documentation in a timely manner.
- I worked on translating construction project documents, helping companies meet legal and technical requirements in Estonia.
- I translated safety manuals, ensuring compliance with Estonian safety regulations for technical products.
- I localized technical websites and software interfaces, improving usability for Estonian-speaking users.
- I translated technical bids and proposals, helping Ainult Inglise Tõlkebüroo OÜ's clients secure contracts in Estonian markets.
- I ensured consistent terminology use across technical documents, improving readability and reducing errors.
- I translated regulatory documents for technical industries, helping clients comply with Estonian regulations.
- I contributed to the translation of technical research papers, enabling the dissemination of global knowledge within Estonia.
- I played a key role in translating engineering documents, supporting clients in completing complex technical projects.

- I translated materials related to renewable energy projects, contributing to Estonia's green energy initiatives.
- I worked on translating machine operation manuals, making technical processes understandable for Estonian-speaking technicians.
- I localized CAD drawings and blueprints, ensuring precision and accuracy in global construction and engineering projects.
- I translated product installation guides, allowing Estonian users to set up and use advanced technical products correctly.
- I contributed to the translation of maintenance manuals, ensuring the longevity of technical equipment in Estonian industries.
- I translated compliance documents for technical industries, ensuring legal adherence in Estonia.
- I localized training materials for technical professionals, helping Ainult Inglise Tõlkebüroo OÜ's clients upskill their workforce.
- I played a vital role in translating troubleshooting guides, supporting Estonian technicians in resolving technical issues.
- I worked on translating patent documents, helping clients protect their technical innovations in Estonia.
- I contributed to the translation of technical datasheets, ensuring that product specifications were accurately communicated to Estonian users.
- I translated Estonian industry standards and guidelines, supporting clients in aligning with national technical requirements.
- I assisted in the localization of technical e-learning platforms, improving access to technical training for Estonian professionals.
- I translated technical product reviews, helping clients gain trust and credibility in the Estonian market.
- I worked on translating materials for Estonia's transport and logistics industries, supporting infrastructure development.

- I contributed to the translation of environmental impact reports for technical projects, supporting sustainability efforts in Estonia.
- I translated technical product catalogs, enabling clients to market their offerings to Estonian-speaking customers effectively.
- I localized technical brochures, improving Ainult Inglise Tõlkebüroo OÜ's clients' marketing efforts in Estonia.
- I translated technical sales presentations, helping clients secure new business in the Estonian market.
- I provided technical translations for R&D projects, aiding companies in developing new technologies and innovations.
- I translated technical procurement documents, supporting clients in sourcing materials and services from Estonian suppliers.
- I localized technical training videos, ensuring Estonian technicians could follow complex procedures accurately.
- I worked on translating technical support documentation, improving customer satisfaction and product usability in Estonia.
- I contributed to the growth of Ainult Inglise Tõlkebüroo OÜ by delivering specialized technical translations that met the needs of Estonia's growing industries.
- I translated technical marketing content, ensuring effective communication between clients and their Estonian audience.
- I localized user interfaces for technical software, improving accessibility and user experience for Estonian-speaking customers.
- I helped streamline the translation process for technical content, reducing turnaround time and increasing client satisfaction.
- I contributed to the overall reputation of Ainult Inglise Tõlkebüroo OÜ as a reliable partner for technical translation, attracting new clients in the technical sector.

07/2018 – 10/2021

Tallinn, Estonia

Neuma Tõlkebüroo, Marketing And Advertising Translator

- I translated high-impact marketing campaigns from English to Estonian, ensuring cultural relevance and audience engagement.
- I helped Neuma Tõlkebüroo expand its client base by delivering top-quality marketing translations, attracting global brands to the Estonian market.
- I localized product descriptions and advertising copy, driving sales for clients in Estonia's e-commerce sector.
- I worked on translating social media content, helping brands connect with Estonian-speaking audiences on digital platforms.
- I translated brand guidelines, ensuring consistency in messaging and tone across all Estonian-language marketing materials.
- I localized websites for Estonian consumers, increasing web traffic and conversions for clients in various industries.
- I translated email marketing campaigns, optimizing content for Estonian users and improving client engagement rates.
- I contributed to successful product launches by providing precise and appealing Estonian translations for promotional materials.
- I worked on translating client testimonials and case studies, building trust with Estonian audiences.
- I helped clients increase their ROI by delivering persuasive marketing copy that resonated with the local culture.
- I localized Estonian SEO content, improving search engine rankings and online visibility for clients.
- I translated marketing presentations, helping clients pitch their products and services to Estonian-speaking investors and partners.
- I provided translations for influencer marketing campaigns, ensuring that messaging was clear and authentic for Estonian audiences.

- I played a key role in translating Estonian advertising slogans, maintaining creativity and impact in the local language.
- I localized video scripts for Estonian commercials, ensuring effective communication through multimedia channels.
- I worked on translating product brochures and catalogs, increasing client reach and sales within Estonia.
- I contributed to the translation of press releases, helping clients promote their brand stories to Estonian media outlets.
- I translated Estonian PPC (pay-per-click) ads, optimizing ad copy for maximum clicks and conversions.
- I provided translations for market research surveys, helping clients gather accurate data from Estonian consumers.
- I localized e-commerce product listings, driving online purchases from Estonian-speaking shoppers.
- I helped improve customer loyalty for clients by translating personalized Estonian-language newsletters and updates.
- I translated banner ads and digital display campaigns, contributing to the success of clients' online advertising efforts.
- I localized app store descriptions and mobile marketing materials, boosting app downloads from Estonian users.
- I worked on translating cross-border marketing campaigns, ensuring seamless communication between Estonian and international audiences.
- I contributed to brand localization efforts by adapting global marketing materials for the Estonian market.
- I translated Estonian market reports, helping clients understand consumer behavior and trends in the region.
- I worked on translating customer feedback and reviews, enhancing the customer experience for Estonian clients.

- I localized promotional videos and subtitles, ensuring that video content was engaging and understandable for Estonian-speaking viewers.
- I translated creative advertising campaigns, helping clients capture the attention of Estonian consumers with compelling content.
- I played a key role in improving lead generation for clients by translating high-conversion landing pages in Estonian.
- I translated Estonian print advertising materials, helping clients reach their target audience through offline channels.
- I worked on adapting global brand strategies for the Estonian market, maintaining brand identity while appealing to local consumers.
- I contributed to the growth of Neuma Tõlkebüroo by delivering timely, accurate, and culturally appropriate marketing translations.
- I translated Estonian trade show materials, helping clients showcase their products and services at events and expos.
- I localized marketing automation emails, improving personalization and relevance for Estonian recipients.
- I worked on translating product packaging and labels, ensuring compliance with Estonian regulations while maintaining brand appeal.
- I translated marketing surveys and focus group materials, supporting the collection of valuable insights from Estonian-speaking customers.
- I localized Estonian loyalty program materials, helping clients retain and reward their best customers.
- I translated direct mail campaigns, helping clients reach Estonian consumers through targeted postal advertising.
- I contributed to building Neuma Tõlkebüroo's reputation as a trusted partner for marketing and advertising translations, leading to repeat business and new client acquisition.

01/2022 – 08/2024

Harju maakond,
Estonia

Terratra OÜ, Legal Translator

- I translated complex legal contracts from English to Estonian, ensuring accuracy and compliance with Estonian legal standards.
- I helped Terratra OÜ grow by delivering precise legal translations that strengthened relationships with international law firms and clients.
- I translated court documents, enabling successful legal proceedings in Estonian courts for both local and international clients.
- I provided translations for legal opinions and memos, ensuring clients received clear guidance in the Estonian legal context.
- I worked on translating corporate governance documents, helping businesses establish their presence in Estonia legally.
- I localized terms and conditions for online platforms, ensuring compliance with Estonian e-commerce regulations.
- I translated regulatory documents, supporting clients in adhering to Estonia's legal requirements in various industries.
- I worked on translating intellectual property agreements, safeguarding clients' assets and trademarks in Estonia.
- I contributed to the success of legal mergers and acquisitions by translating due diligence reports and transaction documents.
- I translated employment contracts and labor agreements, helping clients align their workforce with Estonian employment law.
- I played a key role in translating litigation documents, supporting clients in achieving favorable outcomes in Estonian courts.
- I provided translations for legal arbitration and mediation documents, helping resolve disputes efficiently.
- I translated legal notices and disclaimers, ensuring businesses operated with full legal transparency in Estonia.

- I worked on translating real estate contracts, facilitating property transactions in compliance with Estonian property law.
- I translated legal briefs and case summaries, supporting lawyers in building solid cases for Estonian courts.
- I provided translations for compliance documents, ensuring companies met Estonia's legal standards across industries.
- I translated commercial lease agreements, aiding clients in securing and managing their commercial property in Estonia.
- I worked on translating shareholder agreements, ensuring smooth business partnerships and legal clarity.
- I localized privacy policies, helping businesses comply with Estonia's data protection laws and GDPR requirements.
- I translated legal correspondence, enabling smooth communication between legal entities across borders.
- I contributed to the translation of wills and inheritance documents, ensuring clients' wishes were clearly understood and legally executed.
- I translated international trade agreements, supporting cross-border business deals involving Estonian companies.
- I worked on translating government regulations, enabling businesses to stay compliant with Estonian legal frameworks.
- I localized legal marketing materials, helping law firms promote their services effectively to Estonian-speaking clients.
- I translated licensing agreements, helping clients secure the necessary legal permissions to operate in Estonia.
- I contributed to successful immigration cases by translating immigration-related legal documents and residency applications.
- I translated dispute resolution documents, supporting clients in arbitration and legal settlements.

- I worked on translating legal documents related to intellectual property rights enforcement in Estonia.
- I provided translations for legal reports and analysis, enabling informed decision-making for businesses and legal teams.
- I localized corporate bylaws and articles of incorporation, facilitating the legal establishment of businesses in Estonia.
- I translated financial agreements, ensuring legal clarity in financial transactions and loans in Estonia.
- I translated procurement contracts, supporting clients in bidding for government and private contracts in Estonia.
- I contributed to the translation of legal research papers, enabling the dissemination of global legal knowledge in Estonia.
- I worked on translating contracts related to the energy sector, ensuring legal compliance for clients in Estonia's renewable energy industry.
- I translated settlement agreements, helping clients resolve legal disputes out of court and avoid litigation.
- I localized terms of service agreements, ensuring Estonian customers were fully informed of their legal rights and responsibilities.
- I translated legal documentation for cross-border corporate restructuring, supporting businesses in managing complex legal changes.
- I played a key role in translating civil and criminal case documents, ensuring accurate representation of facts in Estonian courts.
- I helped improve Terratra OÜ's reputation by delivering high-quality, accurate legal translations, attracting more clients in the legal sector.
- I contributed to the overall growth of Terratra OÜ.

Skills

Language
Proficiency



Subtitling and
captioning



Cultural
Understanding



Editing and
Proofreading



Time Management



Website Localization



Transcription

