Krišjānis Polāns

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**Personal Statement**

Conscientious and diligent both as a student and employee. Considerable experience in administration and leadership, currently is leading a progressive translation agency MERIT Language Services and is studying in a Master’s degree study programme in Ventspils University of Applied Sciences (VeUAS). A highly organised and efficient individual, whose thorough and precise approach to work and studies yield excellent results.

**Key Skills**

* Adaptable and solution-driven
* Excellent communication skills, both written and verbal
* Leadership skills gained through organising the work of a company and separate events
* Fully qualified translator / interpreter

**Employment History**

**Chairman and Co-Founder of MERIT Language Services, Ventspils**

*(August 2018 – Present)*

Management skills are reflected in:

* Time management – setting up in-person meetings, telephone interviews, dividing tasks throughout the working day for maximum efficiency.
* Staff management – communicating with translators and other staff members, coordinating work.
* Supervision of the company’s processes starting from marketing to legal, and financial matters.
* Long-term and short-term planning of the business activities.

Finance and budgeting skills are reflected in:

* Predicting cash flows;
* Laying out and analysing price strategies;
* Planning yearly budget forecast.

Human resources management skills are reflected in:

* Hiring staff and freelance translators/proofreaders;

**Head of Department of Translation Management, World Street Workout and Calisthenics Federation, Riga**

*(July 2016 – Present)*

Management skills are reflected in:

* Oversight capabilities of the language use and translation quality in large projects, for example, the very first training manual for the WSWCF Academy;
* Adaptability to work environment, by working in an office or on the go;
* Successful collaboration with the management on language projects taking place in Latvia, Russia and Spain;
* Development of the overall mother tongue and second foreign language skill level in the whole organisation.

Finance and budgeting skills are reflected in:

* Ability to manage the cash flow of the department by compiling data on the tasks that have been carried out quarterly and submitting reports to the management;
* Fruitful execution of quantitative and qualitative analysis of the department’s financial performance;
* Ability to have sound judgement when adding value and evaluating language projects.

Human resources management skills are reflected in:

* Successful communication in writing, speech and through social media with various parts of the management and with the heads of language projects.

**Deputy Head of the Department of International Relations, VeUAS, Ventspils**

*(June 2017 – August 2018)*

Management skills are reflected in:

* Successful planning and execution of Ventspils University of Applied Sciences (VeUAS) strategic objectives in foreign student attraction and cooperation with other educational institutions;
* Development of a time management system for effective execution of various job tasks;
* Coordination of joint actions to achieve the maximum effort in the integration of all foreign students in the VeUAS environment;
* Thorough, analytical approach to the evaluation of potential student applications;
* High emotional intelligence in dealing with conflict situations.

Finance and budgeting skills are reflected in:

* Technological expertise of using such accounting software as Horizon and the ability to rapidly learn to use any new type of software;
* Ability to analyse financial data and any applicable regulations;
* Integrity and good judgement in written and verbal communication with partner institutions and business correspondence;
* Stable decision making in the daily work environment and detailed work with various documents connected to Erasmus+ student and staff mobility.

Marketing skills are reflected in:

* Professional communication to the public through such social media platforms as Facebook, Instagram, Twitter, etc, by creating multimedia campaigns;
* Ability to make presentations to large groups, ability to handle questioning on-the-spot, for example, in educational conferences abroad;
* Ability to think creatively and in an out-of-the-box manner when creating advertisements to potential foreign students.

Human resources management skills are reflected in:

* Ability to multitask, by taking on various tasks from preparing Erasmus+ programme documents to translating and organising the work space into the best possible work environment;
* Ability to act with incomplete and “best available” information in everyday and critical situations;
* Discretion and ethical behaviour regarding confidential information of both students and co-workers.

**Education**

**Ventspils University of Applied Sciences/International Business and Export Management**

*(September 2017 – present)*

Joint Master’s degree programme with IMC University of Applied Sciences Krems, Austria, includes the following courses:

* Strategic Management and Planning
* Business and Project Development
* Strategic Purchase and Global Sourcing
* etc.

**Ventspils University of Applied Sciences/Faculty of Translation Studies**

*(September 2013 – June 2017)*

* Bachelor Thesis – 9
* Obtained the profession of translator and interpreter

**Sigulda State Gymnasium**

*(September 2007 – June 2013)*

* English – Level C1
* Mathematics – A

**Other Skills**

Event management

Organising of street workout and calisthenics competitions:

* Management skills – planning, execution and time management, analysis of the feedback during and after the event;
* Finance and budgeting skills – attraction of resources and funding from companies, the Ventspils Municipality to purchase prizes, pay the medical staff, provide transport, etc.;
* Marketing skills – advertising of the competition, including sponsors in the adverts, attraction of participants and spectators, public speaking during the competition, using the social media presence of the World Street Workout and Calisthenics Federation to further advertise the events;
* Human resource management skills – attraction of a team of volunteers, creating a friendly and supportive working environment, resolving conflicts within the organising team, between participants and with sponsors/municipality.

Organising events as the Head of the Cultural Branch of the Ventspils University of Applied Sciences Student Council:

* Management skills – planning, execution and time management for different sports and cultural events, analysis of the feedback during and after the event, organising meetings;
* Finance and budgeting skills – managing the Student Council budget for the Culture Department, participating in the budget construction process, attracting companies and the municipality to fund events;
* Marketing skills – advertising events via social media, orally and visually (on posters), public speaking during said events, managing social media accounts;
* Human resource management skills – attraction of a team of volunteers, creating a friendly and supportive working environment, resolving conflicts within the organising team, between participants and with sponsors/municipality, delegating tasks to other members of the Student Council.