

CURRICULUM VITAE

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PROFESSIONAL EXPERIENCE

2009.07-	A&A, Wrocław <i>Translator</i> <i>Technical, legal and marketing translations</i>
2009.03-	Eurola, Zduńska Wola <i>Translator</i> <i>General, technical, medical and legal translations</i>
2009.02-	Seco Translations, Katowice <i>Translator</i> <i>Technical, legal, medical and marketing translations</i>
2008.09-	Agencja MAart, Warsaw <i>Interpreter</i> <i>Steel Industry</i>
2008.09-	ATP Publishing, Lublin <i>Translator</i> <i>IT</i>
2008.05-	British-Classic-Cars Spezialist <i>Translator</i> <i>Commercial correspondence and documentation</i>
2008.04-	Europejskie Centrum Doradztwa i Dokumentacji Podatkowej <i>Translator</i> <i>Tender documentation</i>
2007.12-	Infotechnology, Warszawa <i>Translator</i> <i>Software localization</i>
2007.12-	SDL Poland <i>Translator</i> <i>Motorization</i>
2007.10 -	Lidex <i>Translator</i> <i>User manuals, commercial contracts, audit documentation</i>
2007.08 -	Ofszet Hungaria, Ltd., Hungary <i>Translator</i> <i>Motorization</i>
2007.08 -	Anglokom, Katowice <i>Translator</i> <i>Welding</i>
2007.07 -	Marketing Protection, Tychy <i>Translator</i>

Tender documentation

- 2007.07 - **AT, Warszawa**
Translator
Company correspondence
- 2007.07 - **Spekom, Katowice**
Translator
Documentation - measuring apparatus
- 2007.06 - **Lingo, Bielsko-Biała**
Translator
Motorization
- 2007.04 - **Specbruk, Libiąż**
Translator
Construction industry
- 2007.03 - **BTInfo, Warsaw**
Translator
IT, telecommunications
- 2007.03 - **Etic, Kraków**
Translator
Medical systems
- 2007.03 - **Idiomas, Szczecin**
Translator
Transportation and shipping, financial reports
- 2007.03 - **PolPan, Warsaw**
Translator
Telecommunications, software localization
- 2007.01 - **Tachospeed, Tychy**
Translator
Website, software manuals
- 2006.11 - **Media Business Solutions, Warsaw**
Translator
Technical documentation, software manuals, tender documentation
- 2006.10 - 2007.12 **Media Connections, Warsaw**
Translator
World of Cars catalogue
- 2006.09-2009.06 **Akademia Językowa Open School, Tychy**
Teacher, translator
- 2006.08- **Studio Gambit, Gdańsk**
Translator
software localization
- 2006.08-2007.02 **INTEGRA, Gliwice**
Translator
Manuals, technical documentation: construction, ceramics, machinery, software localization
- 2006.08- **WLST Sp. z o.o., Śrem**
Translator

Trade documentation, technical documents

- 2006.08-2007.02 **Medloc, Warsaw**
Translator
Medical apparatuses technical documentation
- 2006.07 - **Word, Tarnobrzeg**
Translator
manuals, software localization, help files, contracts, economy
- 2006.06 - **To! Dobra Intelktualne, Cracow**
Translator
Software localization, law texts, technical documentation
- 2005.09 - 2006.07 **Kulinaria S.A., Tychy**
Junior Logistics Manager
Contacts with foreign partners; ordering raw materials and preparing the shipping of products to end-users
- 2005.08 - 2005.08 **4Fun.tv, Warsaw**
Training including moderation of chat services and preparation as well as translation of TV interviews
- 2004.09 - 2006.08 **Szkoła Językowa British School, Tychy**
Teacher
- 2001.09 - 2004.06 **Helen Doron Early English, Tychy**
Teacher

EDUCATION

- 2006.10 - 2007.06 **The Translation Studies Center, Sosnowiec**
A one-year translation course including interpreting (simultaneous and consecutive) as well as written translation (standard and certified)
- 2004.10 - 2005.06 **Silesian University, Katowice**
The Graduate School of Management
- 2003.10 - 2005.06 **Silesian University, Katowice**
English Philology, linguistics
MA 2005
- 2000.10 - 2003.06 **The Teacher Training College, Tychy**
Methodology of English teaching
B.A, 2003

MAIN FIELDS

Technical translations, IT, film, manuals, radio and television, household equipment, software localization, commercial documentation, food industry, tender documentation, transport and shipping, medical equipment, motorization, quality assurance, maintenance procedures.

Additionally I also proofread and convert and edit documents in PDF format.

INTERESTS

Idiomatic expressions in English, cognitive linguistics, film, music, IT, Sci-Fi literature (including fantasy and cyber-punk), trekking, snowboarding

ADDITIONAL INFORMATION

Reliability, conscientiousness, time flexibility, creativity, punctuality

SKILLS

Languages:

- ❖ Polish (mother tongue)
- ❖ English (fluent)
- ❖ German (intermediate),
- ❖ Russian (elementary)

Software used:

- ❖ MS Windows
- ❖ MS Office
- ❖ Adobe Acrobat, Adobe Photo Shop
- ❖ Corel Draw Suite
- ❖ Abbyy Fine Reader
- ❖ FoxIt
- ❖ SolidPdf
- ❖ Ulead Suite

CAT tools:

- ❖ Trados
- ❖ Wordfast
- ❖ SDLX

Driving license cat. B

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