

Translator & Interpreter of Polish



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Personal details

Date of birth:	12 June, 1962
Place of birth:	Gdansk, Poland
Citizenship:	Polish, British
Languages:	Polish [native], English [habitual]
Specialisation:	Business, technical, IT , media, marketing, finance, legal, community

Education / Qualifications

2001	Full Member of the Institute of Translation and Interpreting . Associate since 1998.
1994 - 1997	B.Sc., The Open University, UK. 4 yr course included Fundamentals of Computing, Programming and Programming Languages, Data Modeling and Database Design, Database Project.
1993	Member of the Institute of Linguists
1981 - 1987	MA (equivalent) in English Philology, University of Gdansk, Poland. The syllabus included linguistics and theory of literature, descriptive and historical grammar of English (including phonology, morphology, syntax, semantics and pragmatics), contrastive grammar of Polish and English, translation techniques, history of English and American literature, history of the United Kingdom and the United States of America, methods of teaching English as a foreign language (including a four-week teaching practice at the British Council course), psychology, sociology and philosophy.
1977 - 1981	II Lycee in Gdansk, Poland. MATURA (<i>matriculation</i>) in English, Polish and Mathematics.

Experience

2000- present	<p>Full-time freelance translator of Polish trading as Polished Words.</p> <p>Full-time freelance translator working in Polish and English specialising in technical translations. Texts translated included mainly business correspondence between banks and financial institutions, commercial contracts, documentation concerning chemical and agricultural products, work commissioned by PR companies in connection with high-profile public events, technical drawings, machine manuals and specifications, software text strings, WinHelp files, website html documents, technical bids, and other. For a list of clients, please see the section below.</p>
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1987 - 2000	Part-time freelance translator of Polish. In November 1992 I supervised a large (150,000 words) translation project (audit manual sponsored by Coopers Lybrand Deloitte) involving translation and managing translators in Poland, proof-reading and desktop-publishing the final text.
1998- 2000	Part-time Database Administrator, Centrepont (Housing charity) Responsible for implementation, support and designing custom reports of Sybase rent accounts database.
1992- 1998	Part-time Finance Worker, Centrepont (Housing charity)
1987, Poland	Teacher of English at Gdansk College of Further Education. Duties included preparation of the syllabus and teaching material, and teaching English to beginners.
1981 - 1987, Poland	Freelance translator, interpreter and teacher of English. Subjects of texts translated included mainly finance, business, legal (basic), trade contracts and computing. Also, personal assistant to foreign businessmen visiting Poland.

Skills

Fluent knowledge of various computer word processing and accounts packages MS **Word2000, Access2000, VBA, Outlook2000, Excel2000, and other.**

Good knowledge of internet.

60 wpm touch-typing.

Clean British driving license. Car owner.

Computer equipment

PC (IBM compatible), laser printer, colour jet printer, scanner, modem Hayes 56modem, ADSL.

Software

system:	MS Windows 2000 Professional,
business:	Office 2000 Professional [Word, Exel, PowerPoint, Access, FrontPage], Adobe Acrobat, Win Zip etc. programming software: MSDevelopers Office 98,
communication software:	DelrinaWinfax8..
CAT software:	Trados5 freelance, DejaVu,
Localisation tool:	Passolo
WinHelp editor:	HyperPublish

I can supply AppleMac text file.

General

References furnished upon request.

Chosen clients:

COOPERS LYBRAND DELOITTE,
BBC
PRINCE OF WALES BUSINESS LEADERS FORUM,
CHEVRON UK,
FIAT
SONY,
BRITISH GAS,
TRAVEL CHANNEL
BRITVIC INTERNATIONAL,
WORKS CONSULTANCY,
PRICE WATERHOUSE,
FOREIGN & COMMONWEALTH OFFICE
CANTERBURY LAW COURTS,
CUSTOMS AND EXCISE,
OFFENBACH & CO SOLICITORS,
PSION,
OCTEL
FLYMO
AGRICULTURAL MACHINERY MANUFACTURER
SEGRAM
ALLTEL
SAAB
SEAGRAM
NOKIA
HOLLAND
TRAVEL CHANNEL
BT
LANDISLUND
LLOYDS BANK
HOB0
THE WATERCRESS CO.

AUDIT MANUAL
ASSISTING WITH TRANSLATION AND VOICE OVER OF MR WALESA'S INTERVIEW FOR NEWSNIGHT
INTERPRETING
LUBRICANT SPECIFICATIONS AND CUSTOMER INFORMATION
USER MANUALS
USER MANUALS
INTERPRETING DURING NEGOTIATIONS
TRANSLATION OF VOICE-OVER SCRIPTS
INTERPRETING DURING FRANCHISE NEGOTIATIONS
TRANSLATION
TRANSLATION OF PROMOTIONAL MATERIALS
INTERPRETER AND OFFICIAL GUIDE
COURT INTERPRETER (CRIMINAL CASES)
INTERPRETER AND TRANSLATION
TRANSLATION OF CASE MATERIALS AND INTERPRETING
PROMOTIONAL MATERIAL, USER MANUALS
TRANSLATION OF AUTOMATED EXCHANGE PROMPTS.
CUSTOMER MANUALS
COMBINE HARVESTER USER MANUALS
INTERNAL NEWSLETTER AND OTHER COMMUNICATIONS
POWERPOINT PRESENTATION; BANKING SOFTWARE
PRESS RELEASE
TRADE GAZZETTE
QUESTIONNAIRE
TRACTOR, PEA HARVESTER, BEAN HARVESTER USER MANUALS
VOICE-OVER SCRIPTS FOR TRAVEL PROGRAMMES
Y2K INFORMATION
SOFTWARE PROMPTS, MANUALS OF CALLANDER MACHINE
MARKETING MATERIALS
SECURITY CAMERA SYSTEM WINHELP FILES
WORKPROCEDURES

AND OTHERS.