



EWA ŻUKOWSKA

About me: I am a client management specialist and a freelance translator with a focus on audiovisual and written creative translation. Learning languages and translating have been my hobbies since middle school when I was in a bilingual class. I learn fast and I'm always ready for new challenges and experiences. My creativity and ability to work in a team will surely contribute to the success of the company.

Contact details:



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+48 506 890 508

Languages:

Polish – native

English – C2

French – C1

Technical skills:

- Office MS
- CAT tools (MemoQ, Trados, MateCat)
- subtitling software (EZTitles, Oona, GTS)
- Automated Intercompany Order Process Platform (Atlas, Jira, MPower)

Soft skills:

- creativity
- teamwork
- problem-solving
- attention to detail
- organizational skills

Hobbies:

- sociolinguistics
- cinematography
- pilates
- travelling

WORK EXPERIENCE:

- *12.2024 – current* **OPERATION SPECIALIST with French Marsh McLennan**
Client management, communication through Jira, Outlook and Teams, client modification in internal software and programmes
- *07.2023 – current* **TRANSLATOR-FREELANCER**
- **audiovisual:** making subtitles, translating and proofreading ex. for the WatchDocs festival, film university diplomas, TransPerfect (PL<->EN)
- **written:** social campaigns for FLO foundation. (PL -> EN, PL -> FR)
- *08.2023 – 11.2024* **SUBTITLE DELIVERY COORDINATOR Iyuno**
tech check of subtitles, subtitle delivery, post-editing, archiving files, QA check, managing translation projects, contact with clients, translators, project managers and vendors
- *03.2023 – 04.2024* **AUDIOVISUAL TRANSLATOR (Internship) ZOO Digital**
subtitles, dubbing and voice-over for movies, series, cartoons and skits, transcription, making script list.
- *08.2021 – 09.2021* **TRANSLATOR (Internship) Balajcza Linguistic Services**
translating documents, post-editing, verifying translations, editing untranslatable files, alignment and archiving translations in CAT tools (MemoQ)
Specialization: judicial and technical language, marketing
- *05.2019 – 09.2019* **CUSTOMER SERVICE ASSISTANT Cinema City**
information desk, admitting guests to the cinema, taking care of their wellbeing, checking the overall state of guests and the cinema facility

EDUCATION:

- *2024 – current* **Postgraduate Studies, Audiovisual Translations SWPS University**
- *2022 – 2024* **Master of Arts, Applied Linguistics University of Warsaw**
- *2019 – 2022* **Bachelor of Arts, Applied Linguistics University of Warsaw**
- *2016 – 2019* **XXI Hugo Kollątaj High School in Warsaw**
linguistic program (extended program of English, French and Geography)

I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the European Parliament's and Council of the European Union Regulation on the Protection of Natural Persons as of 27 April 2016, with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.