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Experienced **translator**, **proofreader** and translation/transcreation **project manager**,
specialising in medical/pharmaceutical, legal and advertising texts.
One of my strengths is an excellent eye for detail. I am always eager to learn new skills.

Education

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|------------------------|---|
| Jan. 2019 – June 2019 | Responsive Web Design Developer Certification (300 hours)
FreeCodeCamp |
| Sept. 2011 – Feb. 2013 | MA with Distinction in Applied Translation Studies, University of East Anglia, Norwich
Dissertation: "Close-up look on translation. Translation into Polish of a chapter from <i>Mastering Digital Photography</i> by Michael Freeman with commentary drawing on <i>skopos</i> "
Awarded a School of Language and Communication Studies Scholarship
Participated in a series of workshops on legal, scientific, technical translation, adaptation and localisation
Extensive training in audiovisual translation (subtitling)
CAT tools, MT editing and translation project management training |
| Sept. 2007 – July 2011 | BA with First Class Honours in Translation, Media with French and Spanish, University of East Anglia, Norwich
School of Language and Communication Studies Annual Prize for outstanding performance in the degree programme |
| Sept. 2009 – June 2010 | Year-abroad academic research project
ERASMUS student in France and Spain: <ul style="list-style-type: none"> Université Jean Moulin, Lyon Universidad Antonio de Nebrija, Madrid |

Languages

- **Native proficiency:** Polish
- **Full professional proficiency:** English
Spanish
French
- **Elementary proficiency:** Japanese

Computer skills

- **General:** MS Office (Word, Excel, PowerPoint)
Adobe Acrobat
- **CAT tools:** SDL Studio 2019
MultiTerm
Wordfast
Memsources
- **Other:** basic Photoshop
HTML, CSS, JavaScript, Python
React, Git

Work experience

- April 2013 – ongoing **Translation Project Coordinator, Life Sciences, SDL plc, London**
Coordinating translation projects, using Studio 2019 and internal tools. Working as part of the Life Sciences team.
Quoting, placing work – selecting vendors, managing queries, quality check, client delivery, review.
- August 2013 – March 2019 **Production Assistant, Smallworld Translation Services Ltd, London**
Translation, proofreading and project management in the field of medicine and pharmaceuticals
The main areas of work were medical and pharmaceutical translation (human and veterinary medicinal product information, clinical trial documentation, marketing authorisation procedures, technical manuals on medical equipment, etc.). However, a substantial number of translations produced were also of legal (agreements, certificates) or advertising nature (e.g. marketing material for cosmetics or medicines, medicinal products and services ads). Main responsibilities:
 - proofreading and linguistic review of multilingual translation projects, ensuring that the documents supplied to the client meet all quality standards and formal requirements (such as norms and templates of the European Medicines Agency), in-house editing and adjustments of formatting;
 - correcting translations in Polish, English, French and Spanish, resolving queries with linguists;
 - translating pharmaceutical and legal texts into Polish and English;
 - timely delivery of translated documents to the client, dealing with client's queries, if any;
 - maintaining terminological consistency across projects;
 - preparing quotes;

- talent search and contacting new suppliers;
- collaborating with other employees to meet deadlines and manage multilingual projects effectively.

August 2013 – ongoing

Freelance translator and proofreader

(EN, FR and ES into PL; PL, FR and ES into EN)

Translation, transcreation and proofreading services from English, French and Spanish into Polish, as well as from Polish, French and Spanish into English. Timely delivery of the correct (in terms of grammar, spelling, vocabulary, register, layout, etc.) and accurate target language version of original documents to an end client or a translation agency.

As a freelancer, I have worked on numerous projects in the fields of Marketing, Advertising, Corporate Communication and Medicine, including translation/proofreading of:

- ads, newsletters, B2B and B2C communications for a multinational corporation manufacturing electronics;
- training materials for managers of a large insurance company;
- website translations/localisation (e.g. for an international telecommunications corporation, a French coach company);
- marketing material for a French luxury cosmetics brand, Polish spices brand, several Japanese electronics companies;
- hospital discharge reports.

Freelancing while also having a full time job has taught me well-balanced time-management and planning strategies.

April-June 2014

Trainee Polish Translator

Polish Translation Unit at the General Secretariat of the European Parliament in Luxembourg

Translating and proofreading a variety of official documents related to European affairs, such as: official letters, agendas of meetings, minutes, notices to Members, petitions from citizens, parliamentary amendments as well as texts published on the “Europarl” website and the MEP’s Portal.

I also contributed to a terminology project on the subject of human rights in the Terminology Coordination Unit. I participated in numerous seminars and comprehensive training on translation-related IT tools (SDL Studio 2014 an internal EP tools) and terminological databases (e.g. IATE, EUR-Lex), and took part in missions to Strasbourg and Brussels, and in visits to the other EU institutions and agencies (the European Commission, the Court of Justice, the Translation Centre for the Bodies of the EU, etc.).

April-July 2013

Transcreation Project Manager

Creative Culture Ltd, London

My role was to manage a large transcreation project into multiple languages for a multinational insurance company. This job involved:

- managing a multilingual project (marketing and advertising, business communications translations),
- preparing files for translation,
- proofreading and quality-checking,
- maintaining internal consistency tools,
- cooperating with the Account Manager and other employees, ensuring all deadlines are met,
- talent management,
- research, social media marketing (Twitter).

Before 2013

Voluntary work:

Part of “TED. Ideas worth spreading” translation team (www.ted.com): subtitling of TED conferences into Polish “Top Class in Science” international translation project, Norwich, UK (EN>PL translation of science olympiad quiz questions and answers and localisation of the website for the pilot project of a competition between several European countries)

Various translations for private clients

Other interests

- Photography, painting, visual arts
 - Front-end development
 - Machine learning
 - Travel and culture