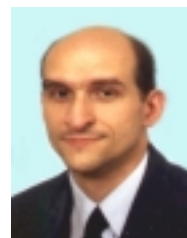


Curriculum Vitae



first name, surname: **Artur Ciszek**

address: **ul. Przesiecka 15a 54-048 Wrocław, Poland**

tel./fax: **+48 71 354-01-83** mobile: **+48 605 218 111**

e-mail: translations@translats.com www.translats.com

civil status: **married, three children (15, 13 and 7)**

education: **degree in electronics, Electronic Faculty of Technical University of Wrocław**

speciality: **Electron Technology**

employed at: **own business operation AMIR – translation, localization and consulting services**

Course of Studies and Work:

- 1982 – 1978 studies at Electronic Faculty of Technical University of Wrocław
1985 individual course of studies - Solid Body Theory
1987 degree in electronics
1987 work in Department of Solid Body Electronics of Technical University of Wrocław
1988 commencement of doctor's studies in the Institute of Low Temperatures and Structural Research Polish Academy of Sciences in Wrocław
- 1988 – 1989 one-year military service
1989 – 1990 work at Data Processing Centre of Technical University of Wrocław as an assistant
1990 state examination in English
1990 – 1994 work as an English teacher at a secondary school at Świebodzin
1994 – 1996 work as a Product Manager for Inter Mind Company (Wrocław) dealing with printer supplies
1996 – 1997 work as branch manager for INWESTROL S.A.
1997 establishing AMIR family company offering translation services
1997 – 1998 work as a branch manager of Soft-tronik Education Centre (Novell, Microsoft, IBM training courses)
1999 – 2000 work for INTER MIND, then INTER MIND WROCLAW and PRYZMAT as an Import Manager responsible for new products, new suppliers and import of goods (printer supplies).
Now running my own translation, localization and consulting business.

SKILLS AND EXPERIENCES AS A TRANSLATOR AND INTERPRETER

After having passed state examination in English in 1990 I started working as an English teacher in a secondary school at Świebodzin. The same year I established contacts with PPHU Drobiarstwo (later Inwestrol S.A.) offering them my translation services. Within 4 years of co-operation I travelled a lot abroad taking part in negotiations. I was also responsible for translation of the entire business correspondence of the company.

Also when working as a Product Manager for INTER MIND and then as a branch manager for Inwestrol company I frequently visited foreign companies either translating the negotiations or directly taking part in them. In the meantime I established contacts with several translation agencies and software localization companies in Wrocław (BAST, Germanica, FLASH and MAGIT). Since 1996 I have made a lot of technical and commercial translations (instruction, operating and service manuals, commercial offers, software manuals (POLARIS), contracts and agreements, balance sheets, annual reports) for BAST and Germanica agencies and participated in some software localizations (IBM AS/400, AX manuals for FLASH and Corel Paint 8.0 for Magit).

In 1997 I started running my own business offering translation, localization, editing and proofreading services.

I offer both English – Polish and Polish – English as well as German – Polish translations.

In 1998/1999 I started co-operation with three major Polish translation agencies (Studio Gambit from Gdańsk, AWANGARDA and TRANSLATORNIA from Warsaw). In that period I took part both as a translator and editor in large projects for Canon, Océ, Lexmark, Ricoh, Kyocera, Motorola, DAF, DELL.

In 1999 I made first contacts with foreign translation agencies. At the moment I co-operate exclusively with foreign translation companies. Most important customers of mine are:

Bowne Globalnet (previously Berlitz USA), CT Belgium (Belgium), Helena Technical Translations (the Netherlands), IDEA Institute (Japan), Alaya Translations (Japan), ASET Technical Translations (USA), Eureco (France), Lemoine International (Germany)

In general I accept every technical translation but there are certain specific areas I have more experience in:

Fields of expertise

- | | | |
|--|---|-------------------------------|
| - business software | - audio-video equipment | - mechanical engineering |
| - computer applications | - office equipment (facsimile machines, printers, copiers) | - material safety data sheets |
| - computer science and technology | - electronics | - software localization |
| - computer hardware | - electron technology | - telecommunication |
| - electrical engineering | - heating systems | - ventilating systems |
| - electronic equipment | - household appliances | - work safety |
| | - lighting systems | |

Software used:

Windows XP, Office 2000 suite, Trados Freelance version 5.5, Adobe Acrobat, Winzip, Corel 9.0.