

# SHORT CV

Jerzy Czopik



## **Personal:**

Family name: Czopik  
Christian names: Jerzy Piotr  
Date of birth: 11.09.1962  
Place of birth: Kraków (Cracow/Poland)  
Living in Germany since: 1986

## **Schools:**

Secondary: 1977/78 – 1980/81  
mathematical and physical section;  
finished 1981 with secondary school certificate  
Elementary school: 1969/70 – 1977/78

## **University studies:**

1987/88 – 1994/95 Mechanical engineering at University Dortmund  
finished 1995 as M. Sc. engineer  
1981/82 – 1985/86 Mechanical engineering at Technical University in Cracow  
(interrupted after 7 semester before diploma due to moving  
to Germany)

## **Professional experience:**

since 02/2010 certified according to EN 15038, currently replaced by  
ISO 17100  
since 2007 software trainer for SDL Trados products  
1993 sworn translator for Polish and German by a German court  
since 1990 freelance translator and interpreter for Polish and German  
1987 – 1995 different jobs as a student during the study period, for  
example jobs in factory or consulting company

**Working languages:**

|              |  |
|--------------|--|
| Translating  | German/Polish, Polish/German, English/Polish, English/German                           |
| Interpreting | German/Polish and Polish/German – simultaneous, conference and consecutive translating |

**Hardware and software:**

|                     |  |
|---------------------|--|
| PC with Windows 10  | Office 2013, WordPerfect Office 2000, Lotus SmartSuite 97, Open Office, FrameMaker, PageMaker, InDesign, Corel Ventura, Corel Draw, Micrografx Designer and other graphics tools, SDL Trados Studio and SDL Trados Suite, MemoQ, Transit NXT, Across, scanning and OCR software<br>color laser printer<br>fast Internet connection |
| Mac with Mac Os 9/X | MS Office, PageMaker, FrameMaker, QuarkXPress  |

**Projects:**

Technical manuals for concrete mixing machines, pumps, printing machines, steering software and steering devices and many others. Documents in automotive and rail vehicles sector.

Legal documents for bids, contracts and other business documents.

I work both for agencies and direct customers.