

## Pawel T Gromek

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### ATA and TEPiS certified Polish translator

#### Translation, Localization, Consulting & Subtitling

<http://www.proz.com/translator/84953>

<http://www.translatorscafe.com/cafe/member24832.htm>

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### EXPERTISE:

Finance, Accounting, Investing, Consulting  
Technical (Engineering, Construction, Automotive), Electronics  
Medical, Pharmaceutical, Medical Devices  
Legal, Patents, Contracts & Agreements, Arbitrage Court  
IT (localization), Consulting, SAP, Video Games  
Cognitive Debriefing  
Subtitling, Website Translations

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### EDUCATION:

*B.A. Economics, DePauw University, Greencastle, Indiana, USA*

*Paderewski Grammar School, International Baccalaureate Curriculum, Lublin, Poland*

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### CERTIFICATIONS:

ATA (American Translators Association), Accredited Polish member

TEPiS (Polish Society of Sworn and Specialized Translators), Accredited Polish member

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### PROFESSIONAL FINANCE EXPERIENCE

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#### **Citadel Investment Group, Inc.**

#### **Chicago, Illinois**

*Business Data Analyst: 2006 – 2008*

#### **Citadel's Business Data Management department is responsible for ensuring the firmwide data quality.**

Identified, validated and established corporate action events for firmwide consumption. Communicated directly with Reuters, FT, Bloomberg LLC, financial exchanges (NYSE, Nasdaq, AMEX, various foreign exchanges) and company personnel to validate key elements of M&A, IPO, delisting and new debt offering announcements prior to posting to firmwide systems. Researched and analyzed systematic price failures on exchange traded securities. Interviewed key team lead and pricing specialist staff to identify failure sources. Recommended a combination of appropriately timed preventive reporting coupled with process changes to mitigate number of failures. Presented research and recommendations to managers and teammates. Pilot program in process. Responded to daily inquiries from traders, analysts, and clearing and settlement personnel regarding adding securities, researching data breaks between vendors, and affirming key data elements. Performed daily maintenance of referential data suspect queue. Work included managing updates to a variety of referential data for securities including fixed income, equities, and credit cash and derivative securities. Attended Bloomberg Certification course.

**Black Diamond Futures, LLC**  
**Chicago, Illinois**

*Trader Trainee: January 2006*

**BDF is a proprietary trading house involved in trading stock indices and Eurodollar derivatives.**

Carried out daily research on corporate actions for the entire firm. Worked closely with Bloomberg and CME Globex support to manage and secure current data along with the necessary research. Closely communicated with the traders and analyzed changes of corporate actions on S&P and DAX derivatives. Conducted comprehensive research on 30 Days Federal Funds Futures and established probabilities for the changes in the federal interest rates for the following 12 months. Participated in back-testing and tracking trading strategies applied by traders. Analyzed positions and worked with traders on predicting the move of the markets with use of the fundamental analysis.

**J Ganes Consulting, LLC**  
**Katonah, New York**

*Commodity Data Analyst: 2005–2006*

**J Ganes Consulting provides research and market intelligence on the food and agricultural industry.**

Helped gather and maintain information on “tropical softs” markets. Performed daily data analysis. Assisted in development of proprietary studies tracking weather, supply and demand statistics. Analyzed the dynamics of agricultural commodities, futures, options, trading, as well as gained an understanding of the influence of farm programs, politics, and weather on prices.

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**MAJOR RECENT PROJECTS**

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**Technical, Engineering, Automotive**

<b>American Dynamics</b> – technical manuals,	200,000 words
<b>BEPEX</b> – engineering, electronics,	150,000 words
<b>Bodycote</b> – thermal processing,	60,000 words
<b>Bravura House</b> – engineering,	40,000 words
<b>Caterpillar</b> – engineering manuals,	400,000 words
<b>CEMEX</b> – technical manuals, CRM system,	600,000 words
<b>Chevron</b> – engineering, oil & gas,	500,000 words
<b>Duracell</b> – technical, engineering,	20,000 words
<b>Faro Europe</b> – electronics, engineering,	120,000 words
<b>Frymaster</b> – fryer manual, engineering,	150,000 words
<b>Fujifilm</b> – printer manual,	70,000 words
<b>GE Energy</b> – engineering, technical manuals,	1,000,000 words
<b>Gleason</b> – technical manuals,	100,000 words
<b>GM</b> – automotive,	500,000 words
<b>Honda</b> – service manuals, automotive,	450,000 words
<b>John Deere</b> – equipment manuals, automotive,	100,000 words
<b>Patent translations</b> – 30+ patents,	250,000 words
<b>Phillips</b> – Phillips DVD player and DVD recorder, electronics,	20,000 words
<b>Polish Coast Guard</b> – radar technology, engineering,	13,500 words
<b>SONY</b> – technical manual – Sony Home Theater System,	40,000 words
<b>Sumijyu Precision Forging</b> – engineering, manuals,	40,000 words
<b>Tyco</b> – engineering, HR,	800,000 words
<b>Tyco Thermal</b> – engineering,	120,000 words

**Medical, Pharmaceutical, Biochemical**

<b>Agilent</b> – medical, Agilent 5DX Operator Manual	50,000 words
<b>Beckman</b> – medical device manuals,	350,000 words
<b>Boston Scientific</b> – medical devices,	230,000 words
<b>Carestream</b> – imaging equipment manuals,	300,000 words
<b>Chattanooga</b> – translation of rehabilitative electrotherapy and ultrasound devices manuals,	20,000 words
<b>Covance</b> – drug research,	80,000 words

<b>Diasorin</b> – biotechnological solutions,	500,000 words
<b>Edwards Lifesciences</b> – cardiovascular disease treatment devices manuals,	100,000 words
<b>Eisai</b> – pharmaceuticals, research	300,000 words
<b>Energomedia</b> – contract,	30,000 words
<b>ePharmaSolutions</b> – interactive clinical trial interface,	100,000 words
<b>European Lung Foundation</b> – educational materials,	60,000 words
<b>GE Healthcare</b> – medical equipment manuals,	400,000 words
<b>Horiba ABX</b> – medical devices, IT,	100,000 words
<b>Lumenis</b> – medical devices,	90,000 words
<b>Medtronic</b> – nanosurgery medical equipment,	300,000 words
<b>Medtronic</b> – various medical devices manuals,	400,000 words
<b>Mindray</b> – Biochemistry, Medical Device,	150,000 words
<b>Novartis</b> – pharmaceutical materials,	40,000 words
<b>Pfizer</b> – clinical studies, research,	200,000 words
<b>Pfizer, Teva, Bayer</b> – EMEA leaflets,	400,000 words
<b>Stryker</b> – medical devices, CT/MRI Imaging Protocol,	50,000 words
<b>Ventana</b> – drug discovery procedures	50,000 words

## **Legal**

<b>Assicurazioni Generali S.p.A.</b> – insurance law,	100,000 words
<b>Beiten Burkhardt</b> – competition law, EU law, legal affairs, international affairs,	350,000 words
<b>Criminal record files</b> – legal proceedings,	40,000 words
<b>Deutsche Bank</b> – financial law,	50,000 words
<b>Equiniti</b> – terms and conditions,	50,000 words
<b>Ernst &amp; Young</b> – legal affairs, business law,	80,000 words
<b>HSBC</b> – business law,	150,000 words
<b>I.F.C.S.</b> – business contracts, business negotiations,	50,000 words
<b>New York Department of Education</b> – contract law, international affairs, legal affairs,	35,000 words
<b>Otsuka, Inc.</b> – consent forms, medical law,	50,000 words
<b>Pfizer</b> – clinical trial agreements,	50,000 words
<b>PKN Orlen</b> – terms of reference,	100,000 words
<b>PTC</b> – arbitrage court, business law, competition law,	300,000 words
<b>Raytheon</b> – RFP,	40,000 words
<b>Santander</b> – financial law,	20,000 words
<b>Various clients</b> – diplomas, certificates, agreements, court rulings,	500,000 words
<b>WorleyParsons Nuclear Services JSC</b> – insurance law,	50,000 words

## **Business, Marketing & Consulting, HR**

<b>Advanced Integrated Technologies</b> – Six Sigma,	100,000 words
<b>Axelos</b> – Managing Successful Programmes®	100,000 words
<b>BlackBerry</b> – SEO, AdWords,	10,000 words
<b>Caterpillar</b> – Legal, HR, Finance,	15,000 words
<b>CEMEX</b> – training materials for SAP platform	150,000 words
<b>CENTRAL EUROPEAN ESTATES</b> – annual report,	50,000 words
<b>Citi bank</b> – corporate communication, reports, research,	200,000 words
<b>Corning Inc.</b> – Green Belt,	100,000 words
<b>Cummins</b> – HR system,	200,000 words
<b>Ernst &amp; Young</b> – annual reports,	50,000 words
<b>European Union</b> – Website localization, Marketing materials for China IPR	50,000 words
<b>ExxonMobil</b> – loss prevention system,	60,000 words
<b>Herbalife</b> – Herbal Medicine marketing documents	50,000 words
<b>Hilton</b> – marketing materials,	130,000 words
<b>HSBC</b> – financial spreadsheets & marketing brochures,	50,000 words
<b>Lear</b> – HR, business & marketing documents,	100,000 words
<b>Mars</b> – leadership program,	90,000 words

Masonite – Six Sigma,	100,000 words
MasterCard – implementing research report, marketing & research translations	50,000 words
Mead Johnson – training guide,	60,000 words
National City Bank – ATM screens translation	50,000 words
PICS Auditing – HR platform,	50,000 words
Polonia Bank – ATM screens translation, finance,	20,000 words
Rolls-Royce – Lean Sigma training guide,	100,000 words
SMS Messaging Company – Marketing materials, 50 hours of translation, QA and editing,	30,000 words
Sony Poland – legal, marketing,	30,000 words
Starwood Hotels – marketing materials,	110,000 words
Swarovski – marketing & branding documents	50,000 words
Syantec – marketing,	50,000 words
Takeda – marketing materials,	50,000 words

### **Gambling, Video Games**

Brave Tribe – localization,	5,000 words
Doodle God – localization,	20,000 words
Everest Poker – Poker, online casino,	40,000 words
Facebook – video games localization,	20,000 words
Full Tilt Poker – Poker, online casino,	100,000 words
Guild Wars – content updates,	10,000 words
Heroes of the Sword – localization,	5,000 words
Magic: The Gathering – Duels of the Planeswalkers, content updates	10,000 words
Microsoft – Xbox Live localization,	10,000 words
NetEnt – online casino,	50,000 words
Sportingbet – online gambling platform localization,	100,000 words
Translation company in Hong Kong – Poker Set Instruction Manual,	8000 words
Translation Company in Israel – Gambling, casino website,	20,000+ words
Translation company in the United States – Poker, BlackJack, casino website,	50,000 words
Unibet – online gambling platform localization,	100,000 words

### **Localization, IT, Consulting, SAP**

AMD – product descriptions,	90,000 words
ArcGIS Platform – Esri – geographic information system,	140,000 words
C•CURE – software localization,	70,000 words
CA Security – software localization,	80,000 words
CEMEX – SAP, IT, Logistics,	150,000 words
Dell – software localization,	20,000 words
D-Link – product descriptions,	80,000 words
eBay – website localization,	100,000 words
Lear – IT, HR, business & marketing documents,	50,000 words
Lenovo – product descriptions,	90,000 words
MasterCard – consulting, implementing national research report	100 hours
Metro Group – SAP for a chain of stores,	200,000 words
Microsoft – eLearning system,	40,000 words
Microsoft – consulting, forum moderation	300 hours
Mindray – software localization, medical –	60,000 words
PayPal – localization,	90,000 words
Radius Solutions – SAP, IT,	100,000 words
Syantec – software, website,	170,000 words
Translation Company in Taiwan – IT, Software localization,	14,500 words
TuneUp – software localization,	80,000 words
U.S. Government – Polish phone book localization, Project Manager,	500,000 words
Western Digital – product descriptions,	150,000 words

**Subtitles, Transcription, Voice-over services**

AVR Transcription Ltd – transcripts,	10 hours
Documentary series – subtitles,	100,000 words
ERA GSM – transcription, subtitles translation	10,000 words
Glee – DVD series,	40 hours
Various Hollywood movies – subtitles,	300 hours
Star Wars – DVD materials,	10 hours
The Hunt for the Red October – DVD materials,	15 hours

**EQUIPMENT:**

**Hardware:** Windows PC – Intel i7, MS Windows 7, cable Internet connection, high resolution scanner, laser printer, DVD and CD writer, access to MAC, if needed

**Software:** ABBYY FineReader, Across, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Alchemy Publisher, ApSic Xbench, AutoCAD, Catalyst, DejaVu, Dreamweaver, FrameMaker, Frontpage, Fusion, Heartsome, Helium, IBM CAT tool, Idiom, Indesign, J-CAT, Lingotek Collaborative Translation Platform, LocStudio, LogiTerm, Logoport, MemoQ, MemSource, MetaTaxis, Microsoft Excel, Microsoft Office Pro, Microsoft Word, Multicorpora, Multilizer, OmegaT, Pagemaker, Passolo, Powerpoint, QA Distiller, QuarkXPress, SDL TRADOS, SDLX, Studio 2014, STAR Transit, Swordfish, TransSuite2000, Uniscape CAT tool, Wordfast Pro

**OUTPUT:**

Translations: 2,500 – 5,000 source words daily; 25,000 source words weekly  
Proofreading: 10,000 words daily,  
Project Management Services (all languages)