

Jan Lindeman

Summary

Slovak freelance translator who can meet your quality expectations. Extensive knowledge and experience in the translation industry on the side of both the project management and the translation/revision.

Skills

Foreign Languages	Translation	Technical Translation
Localization	Proofreading	Project Management
Multilingual	Linguistics	Editing
Intercultural Communication	Internationalization	Microsoft Office
International Relations	SDL Trados	European Union
European Studies	Computers	MS Office
Adobe Acrobat	Across	Typing
Document Drafting	Driving License	Eastern Europe
Small Business	E-Learning	memoQ

Experience

freelance translator, proofreader and editor English-Slovak

Translator

10 / 2009 - Present

Providing translations from EN-SK and from SK-EN; specialization: legislative and regulatory texts of technical nature; translations incl. proofreading/editing related to EU matters, in particular translating calls for tenders, corrigendums, notices of public procurements published in the Official Journal of the EU; translation various legal/technical docs for European Commission General Directorate for Enterprise and Industry (regulations, decrees, draft regulations, draft degrees, communications etc.)

Other fields of expertise:

• Marketing, publicity • Business presentations • Business literature, corporate communications • Business case studies • Educational material, seminars • Technology • IT / Computing: software, hardware • Mobile computing: laptops, smartphones, tabs • Telecommunications, networks • Devices: printers, scanners, storage drives, memory • Electronics, consumer products, home appliances • Content management, databases • Internet, eCommerce • Sales management • e-Procurement • Customer Relationship Management (CRM) • Medicine • Clinical trials • Etc.

Type of documents I can translate:

• Documentation (technical manuals, user guides, articles...) • User interfaces (software) • Presentations • Online help • Flyers • Websites • Portals • Brochures • Banner ads • e-Mailers • Press releases • Partner programs • Newsletters • Announcement letters • Etc.

K International Language Translation Services

Project manager

03 / 2009 - 09 / 2009

Management of translation and interpreting and voice over projects, database management, invoicing, office duties etc.

freelance translator English-Slovak

translator

03 / 2003 - 02 / 2009

Providing translation services from English into Slovak; proofreading/editing; specialisation: EU, politics, history, business, IT

Education

Chartered Institute of Linguists/IoL

IoLET Level 7 Diploma in Translation (QCF)

2015

*Freie Universität
Berlin*

Master of Arts (MA) , East European Studies

2011 - 2013

Lancaster University

Bachelor of Arts (BA) , European Politics, Society and Culture

2005 - 2008

Interests

Reading, politics, languages, travelling, new technologies

Languages

English

Spanish

Slovak

Czech

German