

CURRICULUM VITAE



Marta Flis

Address: Ul. Potrzebna 55/59 02-448 Warsaw, Poland
Telephone: 0048 509 931 703
e-mail: flis.marta1985@gmail.com

EDUCATION

- 2011-2012** Audiovisual Translation, postgraduate studies at Warsaw School of Social Sciences and Humanities (subtitling, voice-over, dubbing, games and localization)
- 2008 -2010** M.A in Applied Linguistics (major - translation),
Teaching Polish as a Second Language (postgraduate studies) at Maria Curie Skłodowska University in Lublin
- 2004-2008** B.A in Applied Linguistics, Maria Curie Skłodowska University in Lublin (major – translation and language teaching)

WORK EXPERIENCE

- From 07/2018** **Documentation specialist at Citi bank**
- Translation and analysis of various legal documents
- 09/2015-07/2018** **Fund Transfers Operations Specialist**
- Customer service in French and English
 - Fund transfers execution
 - Cooperation with Transfer Agents and other stakeholders
- from 06/2012** **Freelance translations:**
- localization projects – websites, mobile apps, software;
 - articles in the field of network marketing, wellness, medicine, cosmetology, sports;
 - subtitling (translation)– films for various festivals, TV channels and online platforms;
 - subtitling (QA) – verification of quality of translations for Netflix;
- 07/2015-08.2015** **Polish language teacher (summer courses), Kamionka Buska, Ukraine**
- 09/2012-07/2015** **Polish language teacher at Moscow State University, Moscow, Russia**
- teaching Polish language
 - organizing cultural events
 - project management
 - cooperating with local authorities
- 09/2014-07/2015** **English language teacher (in-company courses)**
- teaching English language
- 10/2010-02 /07 /2011** **English/Polish language teacher, Ecole Bel Air, La Fouillouse France**
- teaching Polish and English
 - organizing cultural events
 - cooperating with local authorities and schools

LANGUAGES:

ENGLISH - ADVANCED
FRENCH - ADVANCED
RUSSIAN - ADVANCED
SPANISH - BASIC

COMPUTER SKILLS

Transfer related software, EZtitles (subtitling software) Microsoft Office, Wordfast, SDL TRADOS,

COURSES AND WORKSHOPS

Advanced Excel
Financial Markets and Banking
Workshops in audiovisual translation, closed captioning and audio description

IT for teachers and translators (including CAT tools)
Certification exams preparation (Polish as a foreign language)

HOBBY

Brazilian Jiu-Jitsu, spinning, pilates, audiovisual translation, Polish grammar and phonetics