

CURRICULUM VITAE

Freelance translator (EN into PL), English teacher and tutor, copywriter

Native language: Polish



PERSONAL DETAILS

Name: Joanna Wons
Address: ul. Kłodnicka 45
47-206 Kędzierzyn-Koźle
POLAND
Date and place of birth: 7th January 1971; Lubliniec, Poland
Mobile: + 48 507 466 984
E-mail: transla_jw@wp.pl
Website profile: <http://www.proz.com/profile/1250726>

WORK EXPERIENCE

Translation/ proofreading

since January 1997

Cooperation with translation agencies as well as translation and interpretation services for private individuals

Expertise and experience:

- Legal documents such as contracts and agreements, court minutes and decisions, opinions, action for damages, articles, certificates, diplomas, regulations, statutes, etc. (due to the specific type of the translation, details are confidential)
- Education, psychology and methodology courses and materials, scientific and research papers e.g.
 - Educational materials and brochures on Understanding Human Rights for Amnesty International (Polish Dept.)
 - Scientific materials, abstracts and texts of lectures on Urban Media Convergence, Participation Culture, Civic Activism and Social Media Era for Postdoctoral Researchers of the University of Stockholm
- Business, HR, marketing and commercial correspondence/e-mails, MLM books (e.g. *The Greatest Networker in the World* by John Milton Fogg for Alpha Cygni Publishing), training articles, CVs, sales letters, etc.
- Economics and financial papers and documents, e.g. balances of trade, stock market documents, profit and loss statements, financial analysis, etc.
- Websites (including localization), e.g.
 - <http://www.polskiadwokat.org>
 - <http://www.shutters.zielonaokiennica.pl>
 - <http://www.vanguardworld.com> (partly)
 - <http://www.psykopaint.com>

- IT / Telecommunication, e.g.
 - Technical documents on telecommunication services and mobile networks, manuals for operators and service providers
 - Description of accessories for iPhone 5
 - TouchPal Keyboard – Instructions for users
 - Questionnaire on IT services in small companies
- Software, e.g.
 - Android software manual
 - Operating manual for a bank platform (details are confidential)
 - SB String Translation
- Tourist information brochures, hotel folders, e.g. *All about Egypt*, a tourist guide for International Communication Unit
- Medical articles and documentation, e.g.
 - Articles and materials on neurology (Multiple Sclerosis)
 - Offers for a pharmaceutical company manufacturing generics, pharmaceuticals and biologics
 - Series of manuals for medical products for the diagnosis and therapy of sleep-disordered breathing
- General translation (including arts, news, religions, ecology, fashion, politics, restaurant menus, sports activities, and many, many more)

Copywriting

March 2010 – June 2011	Cooperation with media and websites (http://www.nowoczesny.pl , http://tvpl.tv , http://www.lejdiz.co.uk); articles and language training materials intended for the Polish community in Great Britain
August 2010 – December 2014	Cooperation with PlanMySite , New Jersey, USA: legal articles and materials at the website http://polskiadwokat.org
May 2010 – June 2012	Cooperation and copywriting for the blog aimed at Polish students of English at the website http://edoo.pl/index.php/Blog-Angielski-OnLine

Teaching

October 2009 – April 2010	English teacher at a language school CJO Libris in Jelenia Góra
February 2009 – August 2009	English teacher at AP Edukacja in Jelenia Góra
September 2000 – June 2001	Cooperation with Oxford University Press on piloting educational materials for children learning English as a foreign language
September 1997 – June 2002	English teacher at ONJO Optimum in Jelenia Góra

EDUCATION

Master's degree in Translation Studies, English section, WSF Wrocław, Poland
 Bachelor's degree in American Literature and Culture, University of Wrocław, Poland
 Foreign Language Teacher Training College, English section, Jelenia Góra, Poland
 Post-secondary School of Tourism and Hotel Trade, Jelenia Góra, Poland

TRAINING AND COURSES

Civil law; Copyright and related rights; Economic law

Academic business

e-Commerce

Marketing Management

OTHER SKILLS AND COMPETENCES

Languages

Polish (native)

English – proficient (written and spoken)

German – communicative (written and spoken)

Russian – communicative (written and spoken)

Latin – basic (written)

Computer skills

MS Office

ABBYY FineReader

CAT tools (SDL Trados 2007, SDL Trados Studio 2015, Wordfast Pro, Across, memoQ)

ApSIC Xbench

Driving licence cat. B

HOBBIES AND INTERESTS

Scrabble – member of the Polish Scrabble Federation since 2007

Learning foreign languages

Literature

Independent and rock music