


<b>CURRICULUM VITAE</b>	
Name and surname:	<b>Rafal Piasta</b> ( <i>Professional Translation Services</i> )
Language proficiency:	<b>Polish (native), English (fluent)</b>
Address of residence:	26-110 Skarzynsko-Kamienna, Moniuszki 18/13, <b>Poland</b>
Preferred LP and direction for services:	<b>ENG&gt;POL (translator/reviser/interpreter)</b> / any language into Polish (as a project manager – PM) / English into any language (as a PM)
Services:	Translation, localization, revising, editing, LQA/QA, interpreting, etc.
Titles/certifications (short description):	Mechanical Engineer, professional translator. Certified quality manager and lead auditor for quality and integrated management systems
Certificates:	University of Cambridge, Proz.com, certification bodies of quality and management systems auditor (please ask for details)
Qualified in standards:	ISO: 15038, 9001, 17001, 14001, AQAP, WSK, TS, VDA 6.1, 6.3, QS, QMS
WWW:	<a href="http://www.proz.com/profile/576100">http://www.proz.com/profile/576100</a> ; <a href="https://pl.linkedin.com/in/rafalpiasta">https://pl.linkedin.com/in/rafalpiasta</a>
E-mail:	<a href="mailto:profit-group@profit-group.pl">profit-group@profit-group.pl</a> ; <a href="mailto:rafpiast@gmail.com">rafpiast@gmail.com</a>
Mobile phone / Skype:	+48 603 703 999 / Skype: profit-group
Invoicing company (translation agency):	PCS Progres Miroslaw Chojnacki, Moniuszki 18/17, 26-110 Skarzynsko-Kamienna, EU VAT No: PL 6631424014
Responsibility for:	Quality, finance, all checks and approvals within project related matters
Preferred / acceptable currency	<b>EUR</b> / PLN/USD/GBP (Bank transfer/PayPal)
MS Office software:	2007/2010
Preferred CAT software:	<b>SDL TRADOS Studio.</b> <b>NOTE:</b> Own server <b>SDL TRADOS GroupShare</b> enables us using a translation memory (TM) within a teamwork (our standards involve 2-5 translators x 2000 words per working day = maximum up to 10,000 words per day).
Other CAT software:	Transit NXT, Across, SDLX, Catalyst, Passolo, WordFast Pro
Software for commenting PDFs:	YES
Translation of AutoCAD files:	YES
Fast Internet connection:	YES
	<b>Areas of specialization include, but are not limited to:</b>
	<ul style="list-style-type: none"> <li>a) contracts and any documents related to business,</li> <li>b) technical translations (mechanics, automatics, mechatronics, consumer electronics, radars, IT systems, hardware, software, manuals, etc.),</li> <li>c) management systems (ISO, HR, integrated systems),</li> <li>d) documents concerning finances,</li> <li>e) documents concerning laws and reg.,</li> <li>f) translations for many sectors of industry,</li> <li>g) AutoCAD drawings/files.</li> </ul>
<b>Services:</b>	<h1>Quality matters</h1>
• translation/localization	
• proofreading/revising (with reports/feedback)	
• quality assurance (with reports)	
• post-DTP checking	
• turnkey translation/localization projects	
• project management/team management	
• interpreting	

### Professional experience

Aug. 2017 – currently: Professional Translation Services as a translator, reviser and manager supported by an invoicing translation agency PCS Progres Miroslaw Chojnacki. Address: Moniuszki 18/17, 26-110 Skarzynsko-Kamienna, EU VAT No: PL 6631424014.

Full responsibility for key project related matters, such as quality, finances, all approvals, handling of personalized translation projects. Contact person for any translation needs, including, but not limited to acceptance of agreements, purchase orders, etc.

### Provision of professional translation services for own customers.

Some customers: Venga Global Inc. (US/UK) (EN>PL), IMS Privatinstitut e. K (Germany)(EN>PL), BRIGHTLINES TRANSLATION LTD (UK)(EN>PL), Schröder Translations (Germany) (EN>PL, DE>PL), Palex Ltd (Russia)

(EN>PL), Multilingo Netherlands (The Netherlands) (EN>PL), Konsulting Procesów Biznesowych Piotr Kawa (Poland)(PL>DE), FLEXIBRIS Sp. z o.o. (Poland)(EN>PL).

Supported languages: Polish, English, German and others (please place an inquiry).

Feb.2007-Aug. 2017: **owner**; own business activity as PROFIT-GROUP Rafal Piasta.

Areas of specialization: contracts, manuals, technical documentation; machinery and equipment, technology, industrial automation, mechatronics engineering, optoelectronics, management systems (quality management and quality assurance systems, human resources management – HR), IT systems, computer software and hardware, codes of conduct, business documents, marketing surveys, contracts/agreements, tenders, patents, AutoCAD files, etc.

**Remote work for many translation agencies, e.g.:** *TransPerfect (US), Interfaxtraduzioni (Italy), ISSELnord Group / ISSELSERVICE srl (Italy), Argostranslations (Poland), Palex Group Inc (Russia), Saiwai Translation Services (India), CPSL (Spain), Venga Global (UK, US), Brightlines (UK), languagescientific.com(US), etc.*

**Some end clients:** *Sandvik Coromant, Sweden (cutting tools and tooling systems - press releases, technical descriptions and product catalogues), Hewlett Packard, USA (policies, ethical codes, manuals), REpower - Germany (wind farms and wind turbines - documents for a tender and product certificates of conformity), Aeronautics Ltd. - Israel (UAV and MUAV - documentation for trainings for operators of unmanned aerial vehicles), Danieli Automation - Italy (sewage treatment plants, Industrial Automation - operating instructions, specifications, software, other documents), LG, Korea (mobile devices), Thales Nederland B.V. (weapon systems and naval defense systems, radars), Danieli Automation, Italy, G.D Spa, Italy, Delphi, etc.*

2014-2015 ZM Gorzelak II SC (producer of metal parts for automotive industry)

**Chief Quality Officer and Proxy of Board of Owners for Integrated Management System** (ISO 9001, TS 16949, VDA 6.3)  
Quality management and implementation of the integrated management system

2003-2011 Z.M. MESKO SA (producer of missile systems and ammunition):

**Self-reliant Quality Management Specialist** for an integrated management system and trade control.  
**Lead Auditor of the Integrated Management System** ISO 9001, ISO 14001, AQAP and WSK  
**Quality Assurance Manager for program “PPK SPIKE LR DUAL”** (missile weapon system).

*Planning and supervising internal audits. Performing improvement trainings for internal auditors and staff. Assessment of readiness of production lines. Working out, implementing and monitoring procedures of the integrated management system especially for design and development of products, configuration management, infrastructure management, production, purchasing. Working out and implementation a Quality Plan for the missile weapon system SPIKE-LR DUAL produced on a license of RAFAEL CO. (Israel).*

2001-2003 ZM MESKO SA (producer of military and civil products):

**Plenipotentiary of the General Director for Quality Management System**  
*Implementation of the Integrated Management System according to standards ISO 9001:2001, AQAP 2110, WSK.*

1990-2000 ZM MESKO SA (civil market products): **Head of prototyping department**

*Organizing and managing a department and workshop carrying out prototypes of market products (household appliances, electric and gas cookers, juicers, lawn mowers, lighting systems, etc.). Prototypes made of steels, casts, plastics, polyester and epoxy resins, and laminates reinforced with glass fibers. Application of computer models (CAD 3D) for parts manufactured by milling (CAM). I am familiar with techniques of rapid prototyping.*

1984-1990 Zakłady Metalowe MESKO (producer of civil market products): **Process Engineer**

*Designing of special tools and mechanical equipment for production lines. Technical documentation, instructions and specifications for production processes. Overseeing the production of new products, such as micro-tractors, cookers, gas/electric cookers, lawn mowers, etc.*

1983-1984 Zakłady Metalowe MESKO (military products): **Quality Inspector**

*Quality inspection of mechanical parts, sub-assemblies and assemblies.*

## Education

1983-1988 Kielce University of Technology (Poland) – Mechanical Faculty

Title: **Mechanical Engineer** (mechanical equipment)

1978-1983 Electrical Technical College in Skarżysko-Kamienna

Title: **Electrician Technician** (general electromechanics)

## Courses and qualifications

1996-2000	"Global Village" (a privately owned school of English). In June, 1999 certified in English by the University of Cambridge, Local Examinations Syndicate (certificate No. 2326671 – FCE).
2000-2001	School for managers and auditors of management systems conducted by Osrodek Badania Jakosci Wyrobow ZETOM in Warsaw (research center for quality and product certifications).
2002	<b>Proxy of director for Trade Control</b> - <i>Certificate 17/DA/Z34/IN-GJ/2002-DA</i> issued by Polish Centre For Testing and Certification (PCBC) in Warsaw
July 2001	<b>AUDITOR of certification body ZETOM-CERT</b> - <i>Certificate No. 185/P/2001</i> issued by the Certification body for management systems ZETOM-CERT Sp. z o.o. (Ltd.)
Feb. 2001	<b>Quality Manager</b> - <i>Certificate No. 4/M/2001</i> issued by OBJW ZETOM Sp. z o.o. in Warsaw
Dec. 2000	<b>Proxy of general manager for quality management</b> - <i>Certificate No. 136/P/2000</i> issued by OBJW ZETOM Sp. z o.o. in Warsaw
Nov. 2000	<b>Quality Assistant of The Polish Centre for Testing and Certification</b> <i>Certificate No. 4176</i> issued by the POLISH CENTRE FOR TESTING AND CERTIFICATION
Oct. 2000	<b>Quality Auditor</b> - Certificate No. 112/A/2000 issued by OBJW ZETOM Sp. z o.o. in Warsaw

### **Skills**

- ✓ very good command of **CAT and MS Office applications**
- ✓ very good command of management systems and international standards regarding quality and TQM
- ✓ architecting of IT applications
- ✓ driving license: B category (cars)

### **Interests:**

technology and chess (you are welcome to play with me on [www.chess.com](http://www.chess.com) )

## Specification of some projects

Provided services: TR – translation, PR – proofreading, QA/LQA/QAM – final quality assurance, IN – interpreting;

Roles: T – translator, PR – proofreader, RE – reviser of the final quality, I – interpreter, PM – project manager (team manager)

Item	Service(s)	Character of work (role)	Field(s) of expertise	Task/documentation	File types (applications)	Quantity of source words, hours or days	End Client (or products)	Customer
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	EN>PL • TR, • PR	T	<ul style="list-style-type: none"> <li>• Engineering (mechanics)</li> <li>• Management</li> </ul>	Technical character of documentation including press releases, PPT presentations, managing and organization guide documentation	1. TRADOS 2. WORD, EXCEL, PowerPoint (PPT) (all for PR)	Hundreds of hours during more than 2 years of work	SANDVIK COROMANT (global leader in cutting treatment tools and tooling systems – producer, distributor, researcher and supplier)	Translation agency based in USA
2.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>• Engineering (chemistry)</li> </ul>	Material Safety Data Sheets (MSDS / instructions)	MS WORD	Hundreds of thousands of source words	ZM “MESKO” S.A. (ammunition, missile weapon system producer. Household equipment producer in the near past as well)	End Client
3.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Engineering (mechanics, artificial lightning)</li> </ul>	Patents and technical standards	MS WORD	Several thousand source words	ZM “MESKO” S.A. (Ammunition, missile weapon system producer)	End Client
4.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Management</li> </ul>	Internal and external quality assurance plan for production and delivery of one of the most modern missile weapon systems (SPIKE LR DUAL)	MS WORD	Several thousand source words	ZM “MESKO” S.A. (ammunition, missile weapon system producer)	End Client
5.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>• Engineering (mechanics - automotive industry)</li> <li>• Management</li> </ul>	Technical service documentation, manuals, instructions, plans, as well as quality management and quality assurance documentation	MS WORD	More than 250 000 source words	MAN - STAR TRUCKS (vehicle producer)	End Client

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1.	2.	3.	4.	5.	6.	7.	8.	9.
6.	EN>PL • TR, • PR	T & PM	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Management</li> </ul>	<ul style="list-style-type: none"> <li>- Financial documents and forms</li> <li>- Policies</li> <li>- Instructions</li> </ul>	Client's CAT online application	Several thousand source words	Johnson Controls	Translation agency based in Italy
7.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• IT solutions and computing</li> </ul>	Training documentation for DELL & MICROSOFT Server Sellers and Partners	TRADOS	Several thousand source words	DELL / MICROSOFT	Translation agency based in Germany
8.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Engineering (mechanics, automatics, electricity, electronics)</li> <li>• Marketing (website)</li> </ul>	Technical character of documentation including technical, product descriptions and specifications for the worldwide professional-use company website.	TRADOS	Around 20 000 source words	KONECRANES (lifting equipment and services - advanced lifting solutions to many different industries worldwide)	Translation agency based in Finland
9.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Engineering (mechanics, automatics, electricity, electronics, mobile devices with GPS)</li> <li>• Marketing (website)</li> </ul>	Technical character of documentation including manuals, technical, product descriptions and specifications for the worldwide company website.	TRADOS	Around 10 000 source words	PONSSE (harvesting machinery producer)	Translation agency based in Czech Republic
10.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>• Finance</li> <li>• IT solutions</li> <li>• Accounting</li> <li>• Business</li> </ul>	Software localization and documentation for financial computerized system. Field of accounting, funds and asset management in different currencies	TRADOS	More than 60 000 source words	QAD (USA) - (software and services for business)	Translation agency based in Italy

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1.	2.	3.	4.	5.	6.	7.	8.	9.
11.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Engineering (mechanics and automatics)</li> <li>• Printing and book binding industry</li> </ul>	Manual and technical specifications of industrial offset machinery lines for printing industry.	TRADOS	More than 10 000 source words	MITSUBISHI (printing machinery)	Translation agency based in Poland
12.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>• Engineering (mechanics – robotics, welding, mechanical and electrical drawings and specifications )</li> <li>• IT solutions (software. machine status and maintenance information management system)</li> </ul>	Manuals for Electron Beam Welding Machine and its software. It is modern and computerized machinery (robot) for very precise welding of Hi Tech materials, e.g. titanium.	MS WORD	More than 50 000 source words	ZM "MESKO" S.A. (missile weapon system producer)	End Client based in Poland
13.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Engineering (printing industry)</li> </ul>	Manual for a machine for coating solvent adhesives, as well as for laminating plastic films, paper and aluminum from roll to roll.	TRADOS	More than 10 000 source words	Unknown	Translation agency based in Poland

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1.	2.	3.	4.	5.	6.	7.	8.	9.
14.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>Engineering (mechanics, electricity, automatics, chemistry – all for a sewage treatment plant technical investment solution)</li> </ul>	Operator manuals for a Water Treatment Plant (WTP). Plant, machines and software. Descriptions of the most important components of the Human Machine Interface (HMI), used as supervisory tool for the WTP automation process.	TRADOS	Translation of more than 50 000 source words	DANIELI AUTOMATION	translation agencies based in Italy
15.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>Engineering (mechanics, electronics)</li> </ul>	Different product manuals and pack copy specifications.	TRADOS	Translation of more than 10 000 source words	TESCO STORE LTD	Translation agency based in UK
16.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>Engineering (sewage plants)</li> <li>Business</li> </ul>	Technical character CAD documentation including drawings and specifications for an international tender "Modernization and Expansion of the CZAJKA Wastewater Treatment Plant",	MS WORD, EXCEL, POWER POINT, AUTO-CAD	Translation of around 25 000 source words	Unknown	Translation agency based in Poland
17.	EN>PL • TR	T&PM	<ul style="list-style-type: none"> <li>Engineering (mechanics and metallurgy)</li> </ul>	- Manuals for ROLLING MILL operators	TRADOS	Translation of around 15 000 source words	DANIELI AUTOMATION	Translation agency based in Italy

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1.	2.	3.	4.	5.	6.	7.	8.	9.
18.	EN>PL • TR	T	• Engineering (mechanics, food processing)	Manual of culinary electro-mechanical equipment (vane pump) for frozen meat processing	TRADOS	Translation of around 10 000 source words	CFS	Translation agency based in Poland
19.	EN>PL • TR	T	• Engineering (electronics)	Technical descriptions for different types of transistors	TRADOS	Translation of around 10 000 source words	ST Microelectronics	End Client based in Poland
20.	EN>PL • TR	PM	• Engineering (mechanics and automatics; printing industry)	Technical maintenance documentation and manuals for a company servicing NILPETER products, Warsaw (modern printing machines)	MS WORD	Translation of more than 200 000 source words	NILPETER (printing industry machinery)	End Client based in Poland
21.	EN>PL • TR	T	• Engineering (electronics, physics)	Ultrasonic equipment – Manual for a measurement device named “Velocimeter”	TRADOS	Translation of around 8 000 source words	Unknown	Translation agency based in Poland
22.	EN>PL • TR	T&PM	• Engineering (mechanics, electricity, household equipment)	Manuals for washing machines	MS WORD	Translation of more than 15 000 source words	MIELE (Warsaw)	End Client
23.	EN>PL • TR • IN	T&I	• Management • Engineering (Hi Tech products - weapons)	Quality Management System Manual, plans, instructions and technical documentation of products, materials, specifications etc.	MS WORD	Translation of more than 50 000 source words and hundreds of hours of consecutive interpretation	RAFAEL CO. (Israel) – missile weapon system developer and producer.	End Client (ZM ‘MESKO’ S.A.) based in Poland



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1.	2.	3.	4.	5.	6.	7.	8.	9.
24.	EN>PL • TR • IN	T&I	<ul style="list-style-type: none"> <li>• Management</li> <li>• Engineering (Hi Tech products - weapons)</li> </ul>	Specifications, procedures and guidelines	MS WORD	Translation of around 5 000 source words and several hours of consecutive interpretation	NAMMO (Norway) small, medium and large caliber ammunition producer	End Client based in Poland
25.	PL>EN • TR • IN	T&I	<ul style="list-style-type: none"> <li>• Management</li> <li>• Engineering (Hi Tech products - weapons)</li> </ul>	Some Minutes of Meetings for RAFAEL and MESKO	MS WORD	Translation of more than 10 000 source words and several hours of interpretation	RAFAEL CO. (Israel)	End Client based in Poland
26.	PL>EN • TR	T	<ul style="list-style-type: none"> <li>• Business</li> <li>• Engineering (products and services)</li> </ul>	E-mail business correspondence and special offers	MS WORD	Translation of several thousand source words	ZM "MESKO" S.A. (missile weapon system producer)	End Client based in Poland
27.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>• Engineering (printing and bookbinding industry)</li> </ul>	Technical training for Polish engineers in Germany at KOLBUS CO.	Not applicable	40 hours	RR DONNELLEY	End Client based in Poland
28.	PL>EN • TR	T	<ul style="list-style-type: none"> <li>• Engineering (motorways)</li> <li>• Finance (tender calculation)</li> </ul>	Tender documentation for a motorway junction "Wielicka"- "Szarow"	TRADOS	Around 10 000 source words	Unknown	End Client based in Poland
29.	PL>EN • TR	T	<ul style="list-style-type: none"> <li>• Management</li> <li>• Engineering (Hi Tech products - weapons)</li> </ul>	A first (master) quality assurance plan in Poland for a missile weapon system. <u>Note:</u> I developed the document in English and then, after approval, I translated it to Polish as well.	MS WORD	More than 20 000 words	RAFAEL CO. (Israel)	End Client based in Poland

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1.	2.	3.	4.	5.	6.	7.	8.	9.
30.	PL>EN • TR	T	<ul style="list-style-type: none"> <li>Engineering (mechanics - automotive industry)</li> <li>Management</li> </ul>	Quality assurance plans including block diagrams, forms etc. for STAR TRUCKS	MS WORD	More than 250 000 source words	MAN - STAR TRUCKS (vehicle producer)	End Client based in Poland
31.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>Engineering (printing and bookbinding industry; machinery (production lines) for offset printing, bookbinding and palletizing)</li> </ul>	Technical training for Polish engineers trained at RR DONNELLEY by specialists of KOLBUS CO.	Not applicable	More than 110 hours	RR DONNELLEY CORONA	End Client based in Poland
32.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>Management (with technical, managerial, quality assurance, control and inspection aspects)</li> <li>Engineering (Hi Tech products - weapons)</li> </ul>	technical meetings, production readiness reviews (PRRs), production management reviews (PMRs) - Poland and Israel	Not applicable	Hundreds of hours at RAFAEL and MESKO facilities	RR DONNELLEY CORONA	End Client based in Poland
33.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>Engineering (machinery, high efficiency production lines for small caliber ammunition)</li> </ul>	Technical meetings and training of Hindi engineers trained in Poland by MESKO specialists	Not applicable	Hundreds of hours in Poland - MESKO facilities	ZM "MESKO" S.A. (ammunition and machinery producer)	End Client based in Poland

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1.	2.	3.	4.	5.	6.	7.	8.	9.
34.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>Engineering (different products, services and technologies such as machining, chemical coatings, epoxy resin product technology, tools, production, measurement equipment, etc.)</li> </ul>	Meetings at MESKO with different company representatives and specialists	Not applicable	Hundreds of hours in Poland - MESKO facilities	ZM "MESKO" S.A. (multi technological producer and large Polish company)	End Client based in Poland
35.	PL<>EN • IN	I	<ul style="list-style-type: none"> <li>Engineering (electronics, mechanics, optics, metrology, computers, technology, weapons, vehicles etc.)</li> </ul>	Technical training for Polish army specialists located near Opole.	Not applicable	around 40 hours	RAFAEL CO. and BUMAR GROUP <a href="http://www.bumar.com/en">www.bumar.com/en</a> and <a href="http://www.mesko.com.pl/index_ang.htm">http://www.mesko.com.pl/index_ang.htm</a>	End Client based in Poland
36.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>Aerospace</li> <li>Mini aircrafts (MUAV)</li> <li>Unmanned Systems</li> </ul>	Technical training documentation for specialists	1. TRADOS 2. PowerPoint	Ca. 3500 source words	Aeronautics Ltd.	Translation agency based in Israel
37.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>Printing industry (machinery and software)</li> </ul>	Software strings (with pixel and/or character limitations)	MS EXCEL	Ca. 5000 source words	Duplo International (Duplo Corporation in Japan)	Translation agency based in Japan
38.	PL>EN • PR	PR	<ul style="list-style-type: none"> <li>Wind turbines</li> </ul>	-Technical documentation - Certification documentation	ACROSS	Ca. 6000 words	REpower	Translation agency based in Germany

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1.	2.	3.	4.	5.	6.	7.	8.	9.
39.	EN>PL • TR	T	• Wind turbines	-Technical documentation - Certification documentation	ACROSS	Ca. 8000 words	REpower	Translation agency based in Germany
40.	EN>PL • TR	T&PM	• Machinery	- Operating manual - list of alarms	TRADOS MS Word	Around 12 500 words	Hyundai (Machinery)	Translation agency based in Italy
41.	EN>PL • TR • PR	T PR	• Mobile device	- software strings - manual - PPT documentation	QT Linguist MS Excel PowerPoint Trados WinAlign Trados TagEditor	Ca. 15 000 words	LG (mobile devices)	Translation agency based in South Korea
42.	EN>PL • TR	T	• Industrial electronics (servers)	-Manuals, maintenance documents, procedures, check lists (bus terminal servers)	TRADOS (2007)	Ca. 16 000 words ( <i>CAT wordcount statistics in TSWC – Total Source Word Count</i> )	THALES NEDERLAND B.V.	Translation agency based in Poland
43.	EN>PL • TR	T	• Industrial electronics (servers) • Radar, radiolocation	-Manuals, maintenance documents, procedures, check lists (bus terminal servers) -STING system (maintenance manual)	TRADOS (2007)	Ca. 20 000 words ( <i>CAT wordcount statistics in TSWC – Total Source Word Count</i> )	THALES NEDERLAND B.V.	Translation agency based in Poland
44.	EN-PL • IN	I	• Industrial electronics (servers) • Radar, radiolocation • Electronic warfare.	STING EO (radar) and TACTICOS (electronic warfare system).	Not applicable	360 hours (within 4+6=10 weeks) of consecutive interpreting during trainings for the navy (operators) and overhaul personnel at Polish Navy.	THALES NEDERLAND B.V.	Translation agency based in Poland
45.	EN-PL • PR	PR	• Six Sigma • TQM • DMAIC • Quality management systems	Training documentation	WordFast Pro	125 000 words	Milliken, CO, Japan	Translation agency based in Panama

## Specification of some projects

Provided services: TR – translation, PR – proofreading, QA/LQA/QAM – final quality assurance, IN – interpreting;

Roles: T – translator, PR – proofreader, RE – reviser of the final quality, I – interpreter, PM – project manager (team manager)

Item	Service(s)	Character of work (role)	Field(s) of expertise	Task/documentation	File types (applications)	Quantity of source words, hours or days	End Client (or products)	Customer
1.	2.	3.	4.	5.	6.	7.	8.	9.
46.	EN-PL • TR	PM & T	<ul style="list-style-type: none"> <li>• Machinery (production lines)</li> <li>• Industrial automatics</li> <li>• IT systems</li> </ul>	Technical documentation	SDL TRADOS Studio	More than 140 000 words	Translation for a tobacco sector	Translation agency based in Italy
47.	EN>PL • TR	T & PM	<ul style="list-style-type: none"> <li>• IT systems</li> <li>• Management</li> <li>• HR – Human Resources Management</li> </ul>	IT System documentation and training documentation	Online customer's system and SDL TRADOS Studio 2014	88 530 words	Corporation seated in the USA; recognizable in the automotive industry.	Translation agency based in the USA
48.	EN>PL • RE	PR	<ul style="list-style-type: none"> <li>• Printers and MFP devices</li> </ul>	Manuals	TRADOS, MS Word, SDLX	Many LQA tasks (ca. 40 hours)	Brother Industries	Translation agency based in Russia and USA
49.	EN>PL • TR	T	<ul style="list-style-type: none"> <li>• Trading Platforms (Forex)</li> </ul>	End user license agreements (EULA), texts of software platforms, interfaces, manuals	SDL TRADOS Studio	More than 20 000 words (total)	Some Trading Platforms (for handling trades on FOREX)	Translation agencies based in Russia and USA
50.	EN>PL PL>EN	T, PR, PM, IN, QA and QM	<ul style="list-style-type: none"> <li>• Automotive Industry</li> </ul>	QA and QM documentation for automotive industry. Manuals, quality systems, internal standards, policies and other business, quality and engineering related documents and meetings.	SDL TRADOS Studio	More than 100 000 words and more than 400 hours	Zaklad Metalowy Gorzelak II S.C., MAN Truck & Bus AG, Volkswagen Group, SCANIA	Agencies, direct clients and employer
51.	EN>PL	T, PM, PR	<ul style="list-style-type: none"> <li>• HR</li> </ul>	HR management system for an international corporation	SDL TRADOS Studio	24 000 words	Johnson & Johnson	Translation agency based in the USA
52.	EN>PL	T, PM	<ul style="list-style-type: none"> <li>• General</li> </ul>	Data Collection (thousands of sentences and threads)	MateCat	60 000 words	Google	Translation agency based in the USA
53.	EN>PL	T	<ul style="list-style-type: none"> <li>• Screen printing</li> </ul>	Technical manuals, website sections and press releases	SDL TRADOS Studio	20 000 words	MacDermid Autotype	Translation agency based in the UK
54.	EN>PL	T, PM	<ul style="list-style-type: none"> <li>• Technology &amp; marketing</li> </ul>	Manuals, technical & marketing texts	SDL Trados, MemoQ, etc	Huge amount of words and files	Companies and corporations	Translation agencies

## Specification of some projects

Provided services: TR – translation, PR – proofreading, QA/LQA/QAM – final quality assurance, IN – interpreting;

Roles: T – translator, PR – proofreader, RE – reviser of the final quality, I – interpreter, PM – project manager (team manager)

55.	EN>PL	T	<ul style="list-style-type: none"> <li>• Machinery</li> <li>• Mechanics</li> <li>• Automatics</li> <li>• Production lines</li> <li>• Production lines; rolling mills for steel mills</li> </ul> (operation and maintenance of such items/systems as: mechanisms, drives, gearings, hydraulics, lubrication, oiling, greasing, cooling, circuits, measurement equipment, etc.).	Translation from English into Polish; rolling mills machinery; plants and equipment for the steel industry (manuals)	SDL TRADOS Studio, MS Word, MS Excel	Circa 70.000 words	A company producing industrial machines and plants, also for heavy industry plants as steel mills	Translation agency based in Italy
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I work as a translator and even more often as a proofreader or reviser of final texts, providing services for many agencies acting worldwide. All tasks are appropriately checked regarding the quality, including my own tasks and the tasks of my sub-suppliers (contractors/vendors). We work within my own QMS and according to the specific needs of our customers. I have described and implemented my own QMS system, in which the international standards for translation services are applied. We use our own internal or external instructions and forms. We use many CAT tools but mostly the SDL TRADOS Studio, if we have a choice. My server "SDL TRADOS GroupShare" (named Shrek) enables sharing translation memories and a usage of a set of licenses for 5 users for big projects.

**Ready to serve you regarding any translation needs with a high-quality level!**

**NOTE: More examples of projects for specific fields of expertise or a sample translation of about 300 words can be provided upon request.**

*I give consent for my personal data included in the above document to be processed for the purposes of recruitment, in accordance with the Personal Data Protection Act dated 29.08.1997 (uniform text: Journal of Laws of the Republic of Poland 2002 No 101, item 926 with further amendments).*