

CURRICULUM VITAE



Basic Data:

Kateřina Suchánková

Date of birth: 11. May 1966

Address: Labská kotlina 1004, 500 02 Hradec Králové, Czech Republic

Education:

Grammar School Pardubice (1980-1984), the **University of Economics**, Prague – Faculty of International Relations (1984 – 1988), state language examinations – Russian language (1987), English language (1989), courses “Business English” – MBA Training Centre Čelákovice (1993- 1995), German classes, e.g. the course “Business Correspondence in German” organized by the German Correspondence Academy, course of presentation skills (2004), a short-term attachment in Scotland organized within a Phare project by the Ministry of Industry and Trade of the Czech Republic and the Scottish company ESEP Ltd. focused at their experience in the area of structural funds and support of entrepreneurial activity (2004).

Experience:

Since 1997: trade license for translations and interpreting, work as a *freelancer* in the said field in English and German languages.

My main areas of specialization are:

- *Business*
- *Marketing*
- *Law (contracts, legal documents, business plans, litigations)*
- *Life science, medical, pharmaceuticals*
- *Social issues*
- *HR*
- *Technical translations (engineering, electronics – e.g. user’s guides, chemistry, translations of web sites)*
- *Environment*
- *the European Union, government*

I cooperate with several translation agencies, but also directly with various companies and organizations, of which I would like to mention the following ones.

- **Okodia, Spain** – I translate for this company from English and German, mainly documents related to healthcare, such as CTAs, ICFs, and SmPCs.
- **RWS Life Sciences, USA (previously Corporate Translations)** – I cooperate with this company exclusively in the healthcare area where I translate, edit and harmonize e.g. patient questionnaires for clinical studies, manuals for using eDiaries, etc.
- **ICON Clinical Research UK Ltd** – various translations in medical field
- **TransPerfect USA** –I do for this company translations English-Czech texts and sometimes also Czech-English texts, including back translations. Recently I specialize mainly in the life science translations, above all clinical trial agreements, (such as CTAs, ICFs, protocol synopses, drug labels, Summaries of Medicinal Product Characteristics /SmPCs/, labels for study drugs and patient cards, patient questionnaires, software for clinical trials and related user manuals). I also translate for them various company documents, HR documents, online training courses, marketing documents, technical and other documents, and I also evaluate test translations done by new candidate linguists.

- **Toptranslation, Germany** – I translate for them from English and German various manuals, also including medical devices, and also some marketing and legal texts.
- **Belisarius s.r.o., Czech Republic** – even if located in the Czech Republic, the company is owned by UK nationals. One of them is a Howard Chapman, an English lawyer having his law office also in Prague. Therefore the translations we specialize in are mainly legal texts.
- **Cooperation with the European Union bodies** – interpreting during various conferences organized by EU authorities in cooperation with Czech state administration.
- **The Best Translation, Prague** – I have participated together with this company in several tenders for translation of EU related documents and translated several of these.
- **Parexpo, s. r. o., Pardubice, Czech Republic** – advertising agency – I have been working for this company for the longest time - cooperation in creation of promotional materials, technical leaflets, the Annual Report of the Pardubice Region, annual interpreting during the international conference Renewable Energy Sources in Hradec Králové co-organized by the Ministry of Environment
- **EkonoX, s.r.o. Pardubice** – translation of the Reference Document on Best Available Techniques in the Emissions from Storage published by the European Commission, and some other reference documents, of MSDS.
- **LanguageWire, Denmark** – mainly translations and revisions of SmPCs for drugs
- **Embassy of Great Britain** – interpreting during visits of British entrepreneurs mediated by the Commercial Department of the Embassy
- **Pardubice City Hall**, namely cooperation with the Mayor – interpreting during receptions of foreign visitors; e.g., **the Ambassador of Great Britain, the Chancellor of the Exchequer of Great Britain (the later UK Prime Minister Gordon Brown), the Ambassador of Spain, the ambassadors of eight Asian countries, the writer Dick Francis.**
- **Prolingua s.r.o., Hradec Králové** – translations of user's guides, contracts, legal documents, EU funded projects, interpreting for various clients; e.g., Breitling.
- **Model Obaly Nymburk** – regular interpreting during large investment projects in the area of printing industry.
- **Smurfit Kappa GSF, the Netherlands** – regular interpreting during business negotiations of the export manager of the company during her visits in the Czech Republic, including independent negotiation of the company offers and the marketing study of the Czech market for the company

Besides the above mentioned companies, I cooperate with lots of other companies from all over the world.

Publications: I am a co-author (together with the company Belisarius mentioned above) of the publication of **The Commercial Code of the Czech Republic** translated from Czech into English, see <http://www.czech-translate.com/wp-content/uploads/2013/05/Free-extract-Commercial-Code-Czech-Rep-2013.pdf>

1995-1998 – maternity leave – at the same time I was teaching English in courses language (for company Oskar and later I organized my own language courses), translations and interpreting for various companies in English and German.

1988 – 1995 – Synthesia Pardubice – since 1990 Foreign Trade Department, 1993 - 1995 Foreign Trade Department Manager. Within the framework of my work in foreign trade I took part in many business negotiations with foreign partners, I was preparing and concluding contracts for sales and purchase of goods and raw materials. I also participated in market research in various trade-fairs both in the Czech Republic and abroad.

Other Information:

I have a driving license group B, user's PC knowledge (MS Office, Internet, Lotus Notes, SDL Trados 2007, SDL Studio 2017 and Wordfast Pro).

Hradec Králové, 19 February 2018

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