

EMPLOYMENT HISTORY**07 2017 – now TED Conferences, LLC****Transcript Editor, fact checker**

- Fact-checking for English transcripts and TED Fellowship applications
- Reviewing in-house captions for linguistic and technical quality; mentoring transcribers

03 2013 – 07 2017 TED Conferences, LLC**Localization Community Manager, Training Resource Manager**

- Consulted for the Editorial transcript team (tech issues, fact-checking and editing transcripts)
- Helped with recruitment, trained and mentored new staff transcribers and Translators Team interns
- Organized and hosted multiple international translator training workshops
- Created, trained and mentored a community of several hundred translators for an extensive localization project
- Produced, animated and narrated multiple translation and subtitling-related [video tutorials](#)
- Provided direct support to hundreds of volunteers and educators in carrying out translation projects
- Redesigned procedures for the in-house TED transcript workflow and mobile apps localization
- Wrote multiple blog articles, tutorial scripts, and guidelines for staff and 35+ thousand volunteers
- Wrote programs to aid the work of team members (Python)
- Provided direct feedback and mentoring to hundreds of translators; mentored hundreds of reviewers
- Created multiple mentoring guidelines (e.g. [how to give feedback](#)) for a community of 35+ thousand translators

03 2002 – 02 2013 Freelance translator, editor, lyricist

- Authored lyrics, adapted approximately 70 songs into English, provided singer accent coaching
- Provided proofreading, fact-checking and mentoring services as team lead and reviewer, in English and Polish
- Recruited, trained and mentored translators, in-house and online
- Worked full-time for over three years in software localization (mostly Oracle ERP software), as translator, reviewer and localization team lead; several years of experience in videogame and website localization
- Translated and reviewed multiple types of content (academic, technical, legal, marketing, medical), PL-EN and EN-PL

07 2002 – 05 2008 Language schools (MAK, Progress, NY English School)**Teacher, teaching coach, academic manager**

- Created multiple curricula attuned to students' proficiency goals; taught hundreds of students
- Recruited, coached and re-trained teachers; wrote ESL textbooks (in-house and CC-licensed)

EDUCATION**2000 – 2006 Jagiellonian University: Applied Psychology, English Philology; M.A.**

Master's thesis (cognitive linguistics): "Models of time and their extensions in science fiction."

QUALIFICATIONS / SKILLS

Software	Video and photo-editing, subtitling, presentation and word-processing; Python, using API data; proficient in G Suite; beta-testing, issue reporting, feature suggestions; quick learner of new software platforms	
Languages	Polish – Native, C2	Spanish – Intermediate, B1
	English – Near-native, C2	French, Japanese – Elementary, A2
Personal attributes	– Easily adapts to new tools and workflows	– Intuitively analyzes complex systems and offers innovations
	– A quick, decisive, detail-oriented problem solver	– Enthusiasm for learning and for doing things that matter

INTERESTS

Volunteering	Several years as a core TEDx team-member (TEDxKraków, TEDxKazimierz); TEDx license holder (TEDxYouth@Kraków); TED Translator, mentor and reviewer (370 talks)
Education, sharing knowledge	Talks (TEDx speaker ; multiple talks at sci-fi conventions, etc.); TED-Ed educator
Miscellaneous	Autism-spectrum disorders (certificates, talks); cinema and TV (trivia buff); cognitive linguistics (papers, talks); conference organization and marketing; LGBTQIA rights; modern Japanese language and culture; science fiction (published author); skepticism and critical thinking; podcasts; popular science; psychology and psychotherapy; vegan cuisine