KAtarzyna terelak

|  |
| --- |
| PERSONAL DATA |
|  | Translator: **English-Polish** Nationality: PolishNative language: **Polish**Date of birth: **8 April 1974**Address: ul. św. Wincentego 114/175, 03-291 Warszawa (Warsaw), **Poland**Mobile.: 00 48 783 391 204E-mail:**kterelak@o2.pl** **(main);** kterelak@interia.plWebsite**: http://www.proz.com/profile/39156**Specialize in**: contracts, legal**, **business, finance, HR (codes of conducts, e-learning courses on HR issues), banking,** **accounting (financial statements)**, **investment funds (prospectuses),** **EU,** insurance, environmental issues, general textsDaily output: 2500 words Availability: full-time**CAT**: SDL Trados Studio 2017 (licenced; advanced), MemoQ (only working knowledge, no licence) |
| JOB EXPERIENCE – MAJOR EMPLOYERS and translation agencies |
|  | **Freelance since 2002****Main Polish translation agencies (past and present cooperation):**BTiW “Kamila Jędrzycka” sp.j. (*financial statements and other business text*)TTS Consulting and Translation Services (*financial statements and other business text*)**Biuro Tłumaczeń INTERTEXT,** [www.intertext.com.pl](http://www.intertext.com.pl/)**Studio Gambit**, www.stgambit.com/en/company.aspx**Atominium** http://www.atominium.com/Other Polish agencies**Main international translation agencies****Verztec Consulting Pte Ltd,** Singapore (*Codes of Conduct, HR, references*)[www.verztec.com](http://www.verztec.com) | jenny.woon@verztec.comLanguageWire A/S, Denmark www.languagewire.com/en**TALK finance sarl** (*finances, prospectuses of investment funds, possible references*)83, Parc d'ActivitésL-8308 CapellenLuxembourg Tel. : (+352) 26 97 65 65Fax : (+352) 26 97 65 66info@talkfinance.biz**CGB Translations, UK** *(possible references)*Craig BedworthTel:  +44 (0)141 563 5645Email:  cb@cgb-translations.comOther international translation agencies**Institutions and corporations**:Kęty S.A., Poland (listed metallurgical company, financial content)Hydrobudowa S.A., PolandKimberly-Clark Kredyt Bank SA, Poland (banking and financial documents)Polish governmental institutions & local governments, e.g. ARMiR, Ministry of Labour and Social AffairsOther**For references, also visit my miniwebsite: www.proz.com/profile/39156, section:** “**Feedback from clients and colleagues”****Main projects**:* over 1000 pages of **contracts** and other legal/business texts including **articles of association/incorporation, powers of attorney**, **by-laws of boards of directors, press releases of companies, etc.**
* **prospectuses of investment funds** and other financial institutions
* **financial statements** of banks and listed companies, other financial and accounting documents, including **transfer pricing** documents
* a number of **human resources** texts, including **codes of conduct**, **HR manuals** and training materials
* over 200 pages of American **insurance policies** into Polish
* over 1000 patent abstracts into English
* a number of **banking translations**
* partial translation and edition of an English-Polish/Polish-English dictionary
* other texts of general nature
 |
| EDUCATION |
|  | 2003 – 2004 University of Łódź Łódź, Polandone year **Postgraduate Studies – Polish Business and Financial Law**2000-2002 Jagiellonian University Kraków, Polandtwo-year **Postgraduate Studies for Translators, English section*** 1. Warsaw University Warsaw, Poland

**Institute of English Studies****MA in English Studies (theoretical linguistics)** |
| ADDITIONAL COURSES AND OTHER INFORMATION |
|  | November – December 2002**A training on the translation of EU documentation and documents of the Arbitration Court in Wrocław, Poland** |
| COMPUTER EQUIPMENT AND SOFTWARE |
|  | Windows 7, MS Office 2007, Adobe Acrobat 9.0 Pro, Internet Explorer, scanner, printerCAT: SDL Trados Studio 2017 (fully licenced, advanced level), MemoQ (only working knowledge, no licence) |