KAtarzyna terelak

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| PERSONAL DATA | | |
|  | Translator: **English-Polish**  Nationality: Polish  Native language: **Polish**  Date of birth: **8 April 1974**  Address: ul. św. Wincentego 114/175, 03-291 Warszawa (Warsaw), **Poland**  Mobile.: 00 48 783 391 204  E-mail:[**kterelak@o2.pl**](mailto:kterelak@o2.pl) **(main);** kterelak@interia.pl  Website**: 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 texts  Daily 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.com](wlmailhtml:jenny.woon@verztec.com)  LanguageWire A/S, Denmark  www.languagewire.com/en  **TALK finance sarl** (*finances, prospectuses of investment funds, possible references*)  83, Parc d'Activités L-8308 Capellen Luxembourg  Tel. : (+352) 26 97 65 65 Fax : (+352) 26 97 65 66  [info@talkfinance.biz](mailto:info@talkfinance.biz)  **CGB Translations, UK** *(possible references)*  Craig Bedworth  Tel:  +44 (0)141 563 5645  Email:  [cb@cgb-translations.com](mailto:cb@cgb-translations.com)  Other international translation agencies  **Institutions and corporations**:  Kęty S.A., Poland (listed metallurgical company, financial content)  Hydrobudowa S.A., Poland  Kimberly-Clark  Kredyt Bank SA, Poland (banking and financial documents)  Polish governmental institutions & local governments, e.g. ARMiR, Ministry of Labour and Social Affairs  Other  **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, Poland  one year **Postgraduate Studies – Polish Business and Financial Law**  2000-2002 Jagiellonian University Kraków, Poland  two-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, printer  CAT: SDL Trados Studio 2017 (fully licenced, advanced level), MemoQ (only working knowledge, no licence) |