## CURRICULUM VITAE

#### I. Personal information

I. Personal inform	nation
First name: Family name:	Jiri HEJL
Address:	Loschmidtstr. 5, 10587 Berlin, Germany
Phone:	0049.30.45307242
Mobile:	0049.162.6987380
Mail-Fax:	0049.1805.221040264
E-mail:	jhejl@t-online.de
Internet:	https://www. <b>xing</b> .com/profile/Jiri_HEJL
	https://www. <b>linkedin</b> .com/pub/jiří-hejl/60/923/265
	http://www. <b>proz</b> .com/pro/84630
	http://www.jhejl. <b>globtra</b> .com
	http://home. <b>aquarius</b> .net/a.cfm/23107
Nationality:	Czech
Date of birth:	6 <sup>th</sup> February, 1956
Sex:	male

\* In order to regain a close contact to my mother tongue I particularly removed my residence back to Prague in the 1990s. For the last ten years I have been living alternately both in Prague and in Berlin.

#### II. Education

1988-1995	Free University of West Berlin, Germany, Dept. of American and Slavic Studies. Linguistics, American, Russian and Czech Literature, English, Czech and Russian Language. Diploma in American and Slavic Linguistics ("Magister Artium").
1976-1981	University College of Wood Technology, Zvolen, Slovakia. Degree in mechanical engineering and wood technology ("Ing.").
1971-1975	Secondary school, A levels
1962-1971	Primary school. – Simultaneously:
1963-1972	Music school. Qualification in piano playing and music theory.

### III. Work Experience

1975-1976	Factory worker, PETROF Piano Works, Czechoslovakia
1981-1984	Researcher, State Institute of Wood Research, Prague.
1988-2002	<ul> <li>Freelance translator, editor and proofreader.</li> </ul>
	Many texts from German and English into Czech and Slovak
	(see "References" for details). Also language consulting and
	employee training.
(simultaneously)	• Freelance technical writer, layouter, graphic designer, technical editor – managed documentation, drawings (also computer
	aided), manuals, PR materials etc. for architecture offices and others
since 2002	• Full time translator, editor and proofreader (freelance).

# IV. Other Experience

1971-1975	Musician
1982-1983	Military service, Czechoslovak People's Army
1984	Absconding from the Czechoslovak Socialist Republic

V. References (selected)	ACOUSTIGUIDE GmbH Berlin (Audio guide for "Staatliche Kunstsammlungen Dresden", GE-CZ) RIETER Maschinenfabrik AG, Switzerland (manuals, GE-CZ) BUDERUS Heiztechnik Germany and Czech Republic (manuals, GE-CZ) Regierender Bürgermeister (mayor) of Berlin (speech, GE-CZ) HACH LANGE, USA and Germany (manuals, EN-CZ, GE-CZ) TNS Infratest Munich and Bratislava (Consulting, Office Management, GE-SK) GE Capital Bank, USA (Internet software, EN-CZ) United Motion Filmproduktion (Film synchronization – voice over, GE-CZ) RAZIOL GmbH, Deutschland (manuals, GE-CZ, GE-SK) Wallmedien AG (Internet software, GE-CZ) HORNBACH Bau- und Gartenmärkte Germany, Czech Republic and Slovakia (company's newspaper, GE-CZ, GE-SK)
	and Slovakia ( <i>company's newspaper, GE-CZ, GE-SK</i> ) and many more manuals and documentations in automotive, processing, environment etc.

### VI. Languages, Specializations

Mother tongue: Other: (marked)	Czech German (A) English (B) Slovak (A) Russian (B)
Language pairs:	German-Czech English-Czech German-Slovak English-Slovak Slovak-Czech and vice versa
Specializations:	Industry and Technology Building and Construction Architecture Humanities Politics, Environment Fine Arts, Film, Literature, Linguistics, Music more

### VII. Personal Skills and Competences

Computer skills:	memoQ 2015 SDL Trados Studio Starter Across 6.3 Transit XV (full version) Passolo 2016 Felix 5.0.6.4 Wordfast 5.0 w MS Windows 7 MS Office 2010 Adobe Reader DC Corel 9 Mozilla Firefox
	Mozilla Firefox Norton 360

Berlin, 4<sup>th</sup> March, 2019