



A N N A S Z O C

SUMMARY

Multilingual, creative, effective. Optimist, out-of-the box thinker. Professionally dedicated to connecting art and creativity with communication and technology. Top 5 Gallup talents: Strategic – Maximizer – Command – Significance – Activator.

EXPERIENCE

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|----------------------|---|
| 12.2021 –
present | TECHNICAL COMMUNICATOR
<i>SoftServe, Wrocław / remotely</i>
Structuring and writing technical content using dedicated tools (Adobe TC Suite) |
| 03.2016 –
11.2021 | CULTURAL INSTITUTE COORDINATOR
<i>Accenture Services at Google, Kraków</i>
Arts & Culture platform, liaising with international partners (English-, French-, and Spanish-speaking countries), content management, linguistic and metadata checks; curating and editing online exhibits |
| 03.2005 –
02.2016 | FREELANCE TRANSLATOR
<i>ANAGRAM, Wrocław</i>
Specialisation fields: marketing, art, culture, creative translation
Permanent collaboration:
- Wrocław City Gallery: translation/proofreading of exhibition catalogues and other prints
- Pet Market magazine: translator of pet products marketing texts, market surveys
- International Theatre Festival DIALOG-WROCŁAW: translation of catalogues and plays; subtitle editing / operating live during shows
- Centre for the Documentation of the Art of Tadeusz Kantor – Cricoteka, Kraków: translation of plays and video subtitles
- Teatr Nowy, Kraków: translation of marketing texts and video subtitles
- Teatr Powszechny in Warsaw: translation of marketing texts and video subtitles
- Capitol Musical Theatre in Wrocław: translation of plays; subtitle editing / operating live during shows |

CONTACT

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<https://www.linkedin.com/in/anna-szoc-56802614a/>
- **Website:**
<https://www.proz.com/profile/1036733>

SKILLS

- Microsoft Office, Google Workspace, Adobe CS, CAT tools, CMS, Salesforce, subtitling software
- English C2
- French C2
- Spanish C2
- Russian B2
- Greek B2
- Knowledge of traditional artistic techniques, art history and restoration
- Knowledge in the field of stage technique and artistic event production

CERTIFICATION

2024 Professional Google Workspace Administrator
2023 Google Cloud Platform Digital Leader
2019, 2020 Google & Polski Fundusz Rozwoju: Creative Skills for Innovation (Design Thinking method) / Empathy / Prototyping
2010 Adobe InDesign training
2005 Instituto Cervantes' DELE Nivel Superior (C2): Spanish as a foreign language

- Malta Festival in Poznan („Idiom” programme, edition 2015); head of subtitling team
QOTaller Natura i Museografia:
Spanish/Polish linguistic service during the construction and interior decoration of the Afrykarium Pavilion for the Wrocław Zoo

11.2012 -
02.2013

ASSISTANT TO PRODUCTION MANAGER

Tako Media, Wrocław / Las Palmas de Gran Canaria
Docu-fiction series “Holiday Diaries”, season 3, preliminary stage in Poland and shooting in Gran Canaria

- Organisation of production work
- Keeping the production documentation, obtaining permissions from local authorities, etc.

09.2000 -
10.2012

ASSISTANT TO PRODUCTION MANAGER

Wrocławski Teatr Współczesny, Wrocław
International Theatre Festival DIALOG-WROCŁAW

- Liaising with invited companies
- Drafting festival contracts
- Head of technical interpreters team
- Coordination of technical work
- Translation of festival materials

04.2011 -
06.2011

ADMINISTRATIVE OFFICER (AUXILIAR ADMINISTRATIVO)

Instituto Cervantes, Warsaw

- Support of Spanish-speaking superiors' work
- Reception, phone calls (in Spanish and Polish)
- Updating the Institute's language courses database

AREAS OF INTEREST

- Culture, literature, art of Spain, Latin America, and Southern Europe
- Contemporary cinema
- History of Lower Silesia
- Traditional and digital photography, drawing, painting, printmaking

PERSONAL DATA CONSENT

- I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the European Parliament's and Council of the European Union Regulation on the Protection of Natural Persons as of 27 April 2016, with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive).
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EDUCATION

01.1991 -
01.1996

UNIVERSITY OF WROCŁAW, ROMANIC STUDIES FACULTY

MA: Spanish studies

01.1996 -
01.1999

ACADEMY OF FINE ARTS, WROCŁAW

BA: Graphic Design
