

# Katarzyna Marczuk

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## TRANSLATOR / INTERPRETER

I am a freelance translator working for agencies and direct clients. I hold a master's degree in applied translation from London Metropolitan University. Polish is my native language.

**Working languages**    **ENGLISH TO POLISH**  
**POLISH TO ENGLISH**

### Fields of expertise

- Medical and pharmaceutical
- Health care
- Psychology
- Software
- Marketing and advertising
- Education
- Tourism
- Certificates
- Cinema, film, TV
- General / conversation / letters
- Literary

### Skills and services offered

- Translation and interpreting
- Editing and proofreading
- Website localization
- Software localization
- Subtitling and transcription

# Experience

**April 2009 - Present**

## **Freelance Translator**

### **Working freelance for translation agencies and direct clients**

Medical and pharmaceutical, Software, Movies, Telecommunications, Marketing, Advertising, Constructions, General, Technical

- Medical and pharmaceutical surveys
- Telecom prompts
- Websites
- Computer games
- Construction manuals
- Letters and leaflets, culinary recipes

**February 2008 -  
April 2009**

## **Administration Manager at PHS Maxitech**

- Translating Polish versions of contracts and agreements
- Translating IT software instructions/manuals
- Managing online orders
- Dealing with incoming e-mail, faxes and phone calls
- Security vetting of new staff
- Translating Polish references and letters into English
- In-house recruitment: short listing and interviewing candidates

**March 2007-  
January 2008**

## **Receptionist at Euston Square Hotel**

- Managing reservations and bookings
- Issuing invoices and accepting payments
- Assisting with conference rooms arrangements
- Business communication with travel agents, companies and individuals
- Interpreting for Polish clients and translating hotel policies into Polish
- Switchboard operating

**February 2007 –  
March 2007**

**Internship at Language Connect (translation agency)**

- As a part of my MA Applied Translation course successfully completed work experience placement at Language Connect
- Translating variety of texts covering such fields of expertise as: health care, politics, law, environment, education, business, often with the use of Trados, SDLX and OmegaT
- Editing and proofreading
- Preparation of documents for translation: formatting various types of documents
- Project management: allocating translators and interpreters, sending quotes
- Registering new translators and interpreters in database

**Education**

**September 2006 -  
September 2007**

**MA Applied Translation**  
London Metropolitan University

**October 2004 –  
June 2005**

**BA English Language and Primary Education**  
Kazimierz Wielki University (Bydgoszcz, Poland)

**2000 – June 2003**

**BA Primary Education**  
Nicolaus Copernicus University (Toruń, Poland)

**Software**

- SDL Trados Studio 2015
- SDLX
- OmegaT 3
- DejaVu X3 Professional
- Wordfast Classic
- Microsoft Office 2010

**Personal  
interests**

- Literature
- Film
- Popular science
- Music

*References available upon request.*