

EN>PL TRANSLATOR CV

AGNIESZKA ZIMNIEWICZ

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PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

LANGUAGES

Native language: Polish

English-Polish translator
Polish proofreader/editor

SPECIALIZATIONS

- Business
- Financial
- Law

WORK EXPERIENCE

- **March 2010 – Present**
‘Simply Translate’ - *Freelance English-Polish translator and Polish proofreader/editor*
Experienced translator in a wide range of fields. As a translator, my primary focus is on the quality and accuracy of my work. I pride myself on providing carefully crafted, stylish writing that does not read like a translation. I give all my translations a thorough review before returning them and carefully research all terminology in specialist dictionaries and online.
- **2003- 2009** *English-Polish freelance translator working in Poland*
- **2004-2008** *‘Verdi’ Translation & Language Centre, Poland*
As a project manager in a Translation & Language company specializing in Central and East European languages, I gained an inside knowledge of the translation business and a profound awareness of the factors involved in providing top-quality translations.
Responsible for major multi-language projects from start to finish, including negotiation with clients and linguists, quality control procedures, project financials and invoicing.
Worked with a range of translation tools, including Trados and Wordfast.
Performed quality checks on translations, including formatting and layout checks, proofreading translations against the original, pre-print proofing etc.

Responsible for writing a company website and many promotional items.

- **2004-2008** *EFL Teacher at Gymnasium No.2, Poland*
Teaching English as a foreign language to Elementary and Pre-Intermediate groups of students, preparing students for the Polish equivalent of GC examination.
- **2002** *Jarosław Renk, 'Sworn' Translator of English*
Student's training in commercial and law translations
- **2001** *Numafa Polska Sp. z o.o., Poland*
Student's training in commercial and technical translations

EDUCATION

- 2005-2007 Master's degree in English Philology, University of Gdansk, Poland
- 2000-2003 Bachelor's degree in English Philology, Specialization: Translation studies, Polonia University, Poland

IT RESOURCES

Windows 7

MS Office 2010

(Word, Excel, PowerPoint, Outlook, Access, Publisher)

Trados Studio 2011

Wordfast Pro & Classic

Adobe Acrobat

Foxit Reader 5.1

REFERENCES

Available upon request.