#   Kamila OLTARZEWSKA

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# 86 Matejki st. Torun

**Education**

**2015** Nicolaus Copernicus University of Torun - Graduates’ Association “Ad Astra”, Torun: MS Excel course

**2007-8** Interdisciplinary Post-Graduate Translators Education Programme – legal & business translation and interpreting GPA 4/5 max.

2002-6 American Studies Centre of the University of Warsaw: M.A. Programme.

Majoring in US Economy, the curriculum included Business Communication, Organisational Behaviour, Globalisation – between business and culture, American Thinkers at the Break of the Century, etc. The courses taught in English. GPA 4/5 max.

2004 Agnieszka Orkiszewska’s MS Excel classes

2001 Bachelor of Arts in English Language Teaching. Copernicus University

**Professional experience**

### **2015** “Mrs Maria”: transcription: recorded body of evidence in a divorce case and translation thereof, translation of the respondent’s correspondence to the petitioner (PL>EN 1,956 words)

**TRANSLATOR**

### LegalSince **2008** (PL<>EN 50,180 words)

IT **since 2019** (3,270 words PL<>EN).

Business(commercial, localization/marketing (nutrition),business letters - 27,440 words in Smart Cat, Word, Excel)

Technical  **2019** IMPRESA PIZZAROTTI, Swiecie – dual carriageway construction office - inhouse translator (20,000 words)

### **Since 2007-8** Lech Consulting: polyethylene-wood technology (EN>PL 33,606 words)

Medical **2019** Dissertation concerning treatment of orthodontal dysfunctions (1,333 words PL>EN) **2020,** April Pro-Team CMM Languages India –Gynaecology/marketing research (MS Excel (2,336 words Post-Machine translation) pseudo-Polish>EN)

Marketing **since 2019** ( 6,953 words PL<>EN) marketing research, Commercial platform PME, localization of a pet charity website

Humanities Since 2009 (6,743 words PL<>EN)

## **Verification**

**2020 July Tilde Translator (Latvia) –** assessment of the linguistic quality of various computer-assisted translations PL>ENG., ENG.>PL (2,038 words)

**2020 May Bireta, Warsaw, Poland,** testing and operation of anelectricpower generator(1,135 words)

**2020** AprilDefined Crowd: Text Audio Validation - Correcting transcriptions of the dialogues recorded in British English (100 dialogues/1 hour)

**2020,** March **‘**Words Online’,Belgium, Post Machine Translation Editing (Amazon.com Project). (EN>PL 4,390 words)

**2020,** FebruaryRoboto Translation,Warsaw, proofreading and editing texts concerning film, IT, and computer games (MS Word + MS Excel = 1,417 words EN<>PL).

## **2019-20** New CORE Translations Shenzhen, China – TV remote control, mobile phone, climbing equipment items (manuals) – post machine translation (EN>PL 9,060 words)

## **2019-20** Circle Translations, Vilnius, Lithuania: Smartcat Platform Cambridge, MA (Law: FAQs) (EN>PL 661 words)

## **2016** Mrs Beata Kowalska’s presentation of improvements in the production of alcoholic beverages (EN 1,312 words)

**2015** Jolanta Kuszaj, Ph.D.: Artist’s catalogue, papers (4,005 words)

**Interpreting**

**2020** Word Par Shantinagar, India. Online consumer marketing survey sessions (COVID19). (2 hours)

**2019** Impresa Pizzarotti (1 month - inhouse interpreter – dual carriageway (technical & legal)

**2018** OSH trainings for new employees (FAIR Personal + Kwalifikacje Sp. z o.o. Torun). (4 hours)

**2016.09.06** International Symposium of Forest Mechanisation FORMEC, Skierdy near Warsaw (4 hours consecutive conference interpreting)

**2000** Eureka, Siedlce, Guide of two package tours to Austria/Hungary and Spain. (1-month interpreting assistance in French and English for the Polish tourists and the manager in L’Estartit and Barcelona)

**Office work involving English**

**2013-20** 'Drogowiec' PA and secretary to the owner. translation and interpreting in construction business (10,000 words PL<>EN)

### Since 2012: International Art Camps Gardens: interpreting, translation of letters from and to Japan, editing and proofreading of catalogues. (10,000 words PL<>EN)

**2010** “W.S. Atkins Polska” secretary, translator, interpreter (20,000 PL<> EN letters, construction texts)

**2005** “Dadi Plast” office assistant, translator, interpreter (translating, interpreting in English, Russian and French, selling by Ali-baba website) (10,000 words PL<>EN)

**2007** ‘Interwencja’ Sworn Translator’s office assistant (transcribing recordings, office work, cleaning on Fridays). (75,000 words EN, PL)

**2006** “Wydawnictwo Ewa” Sworn Translator’s assistant (entering words to the author's glossaries (to become dictionaries). (10,000 words EN, PL)

**Voiceover artist**

2018 Appen, Sydney, Australia – Describing 500 photos in 3 hours' time.

**Languages:** English C2, French B2, Russian B2

**IT Skills**: MS Office, Trados Studio 2019, office equipment, Internet user.

**for reference**

Ms Maria Dabrowska, PhD.Maria.Dabrowska@o2.pl ,camille@etucom.com alex@etucom.com (ordering parties).

Ms Alexis Briceño alexis.briceno@InternationalTranslating.Com (vendor manager)

Ms. Savitha K. Rajesh - Ordering Party to an interpreting project "Savitha K. Rajesh" <Savitha.Rajesh@wordpar.ca>

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I hereby consent to processing my personal data included in my job application for the purposes of the recruitment process. This consent relates to my personal data, the scope of which exceeds the personal data required pursuant to Art. 221 §1 of the Polish Labour Code.