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**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. Nicolaus Copernicus University of Torun

**A. Interpreting**

**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)

**B. TRANSLATOR**

### ***1. Since May 2019 –*** *remote**subtitler*

**2. Technical**

**2021** Overseas DTP India Heat resistant gloves – User manual (EN>PL) (452 words)

**2019-20** IMPRESA PIZZAROTTI, Swiecie – Stecol Corporation Europe – inhouse translator

## **2019-20** New CORE Translations Shenzhen, China – climbing equipment items (User manuals) – PMT (EN>PL 9,060 words)

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

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

3. LegalSince **2008** (PL<>EN 50,180 words) Including the latest:

2019-20 Impresa Pizzarotti, Stecol Corporation Europe – inhouse translator

2020 Overseas DTP, India - Privacy Policy (2,196 words)

**2019-20** Circle Translations, Vilnius, Lithuania: Smartcat Platform (Law: FAQs) (EN>PL 661 words), privacy policy, (500 words) (contracts, conditions of nutrition programme (4,047 words)

**2019-20** International Translating Company, Salt Lake City, Utah (commercial documents, intellectual property rules and regulations) (1,600 words EN>PL)

**2020 PL>EN** Modlingua, India (a 558-word document concerning a contract (in MS Word) **2020 May, Bireta, Warsaw, Poland,** notary’s deed– 378 words

**2020,** February Vesely Translating Ostrava, Framework Agreements for cooperation **EN>PL 5,047 words**

**2017** OCEAN Mast Januszewska Sp. j. Authorised Reseller's Agreement (EN>PL 2,650 words)

**2015, 2016, 2019** court claim for compensation (EN>PL 300 words), covering letters, credentials, creating MS Word 2017 resume PL>ENG. (1,000 words PL>EN) **2016** Henryk A. Nowicki, PhD. Post-doctoral dissertation concerning the public procurement law in Poland. (2,804 words PL>EN)

### **2008** Kursy online: translating a tender bid for a website (366 wordsPL>EN)

### **2008** retirement conditions of EU employees, correspondence (PL<>EN 2,577 words)

### **2007-8** Lech Consulting: applications for Norway Grants (PL>EN 2,000 words)

**2008** Katarzyna Owczarek Supreme Court Judgement (PL>EN 450 words)

4. IT **2021** Circle Translations Vilnius, Lithuania User Manual – Telecommunication - 1105 words

**2019-20** (4,964 words PL<>EN). Newcore Translations Shenzen China (user’s manuals for cameras, smartphones)

Business (commercial, localization/marketing (e.g., nutrition, 2020 Biomed Proofreading LCC – EN>PL marketing copy, business letters - 28,363 words in Smart Cat, Word, Excel)

**5. Medical 2021** Overseas DTP IndiaClinical Study (2,545 words PL>EN);

**2020, December** **23-24** Clinical Study (2,545 words PL>EN); physiotherapy (Sensory Integration -- 937 words)

**2019/20** Dissertations concerning treatment of orthodontal dysfunctions (1,333 words PL>EN);

**2020,** 14 December EN>PL Reddo Translations Warsaw: Descriptions cardiovascular conditions precluding enrolment in a medical a study – 350 words

Dec. 2020 EN>PL Reddo Translations Warsaw: Descriptions conditions of enrolment in a study in the field of gynaecology – 350 words

**2020,** April Pro-Team CMM Languages India –Gynaecology/marketing research (MS Excel (2,336 words Post-Machine translation) pseudo-Polish>EN),

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

**2019/20** Post Machine Translation PL>EN marketing research concerning menopausal symptoms (1,333 words PL>EN);

6. Marketing **since 2019** (6,953 words PL<>EN) marketing research, Commercial platform PME, localization of a pet charity website, a copy for a company editing foreign applications for grants and publications in American scientific journals (958 words EN>PL)

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

**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,*** *February**Roboto Translation,**Warsaw, proofreading and editing reviews and scripts of a film, IT, and computer games (MS Word + MS Excel = 1,417 words EN<>PL).*

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

## **8. Verification**

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

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

In house, construction office Impresa Pizzarotti, dual carriageway construction office - inhouse translator Stecol Corporation; railway construction office 2020, 2019. (20,000 words)

***Customer-facing roles involving English***

**2008 – Curracloe, Waterford**: deli sales assistant (petrol, cement, pot plants, making and selling coleslaw (sandwiches), cleaning the supermarket, etc.)

**2001- 2020 – English teacher or tutor of individuals and groups (ages 3 through 60),** online/general/professional courses

**2000-2002** international tour guide, holiday camp counsellor

**Office work involving English**

**2013-20** 'Drogowiec' PA and secretary to the owner. translation and interpreting in construction business (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)

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

NG.>PL (2,038 words)

**for reference**

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

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I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)