

# Curriculum Vitae



Name: **Anna Michlik**  
Date and place of birth: **9th December 1981, Zawiercie, Poland**  
Address: **Al. Hallera 188/30, 53-203 Wrocław, Poland**  
Mobile phone: **+48 609 714 005**  
E-mail: **anna.michlik@amtradis.pl**  
www: **<http://www.amtradis.pl/>**  
Professional profile: **<http://www.proz.com/profile/130378>**

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## Spanish, Polish and English Translator & Interpreter



### Translation:

Spanish – Polish  
Polish – Spanish  
English – Polish  
Polish – English

### Interpreting:

Spanish – Polish  
Polish – Spanish

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### Formal education

2005 – 2006 Foreign Trade, postgraduate course, Oskar Lange Wrocław University of Economics  
2003 – 2005 Spanish Philology, MA, University of Silesia (specialization: translation)  
2001 – 2002 Universidad de Extremadura, Cáceres, Spain, Socrates Erasmus Program  
2000 – 2003 Spanish Philology, BA, University of Silesia (specialization: translation)

### Work experience

since 2010 Freelance Spanish, Polish and English Translator (own company)  
2005 - 2010 Spanish, Polish and English Translator (in-house translator)  
FagorMastercook S.A., Wrocław, Poland  
since 2004 Collaboration with translation agencies:  
SDL Poland Sp. z o.o., Poland  
Dirdam Language Solutions, Madrid, Spain  
LingPerfect Polska, Warsaw, Poland  
Agencia Lingüística Tres AL3, S.L., Santa Perpètua de Mogoda, Spain  
TRADUCTORES.PL, Łaziska Górne, Poland, [www.traductores.pl](http://www.traductores.pl)  
Contexto Pracownia Tłumaczeń, Brzeg, [www.contexto.com.pl](http://www.contexto.com.pl)  
Dag-Center, Olsztyn, Poland  
El Universo Centrum Języka Hiszpańskiego i Kultury Iberoamerykańskiej, Wrocław  
BT UNIVERSUM Joanna Juszko, Opole, Poland  
BT Esej Joanna Warchoł, Varsovia, Poland  
BT Demeter Lidia Kucharska, Radom, Poland  
BT Salina Alina Kałek-Syp, Poznań, Poland  
Interpreto Justyna Jaworska, Varsovia, Poland  
Filolog.pl, Poznań, Poland  
2003 – 2005 Spanish Teacher

El Universo Centrum Języka Hiszpańskiego i Kultury Iberoamerykańskiej, Wrocław,  
www.eluniverso.pl

2002 – 2003

English Teacher  
Szkoła Języków Obcych „Better”, Łaziska Górne

### **Specializations:**

**Technical translations:** household appliances manufacturing, user manuals for household appliances and other, product catalogues, specifications, operation and maintenance documentation for machines, production processes, enameling, painting, plastic working (stamping), manufacturing quality control, occupational health and safety, fire protection and more.

**Economic, financial and legal translations:** contracts, finance statements, articles of association, commercial correspondence, offers, international cooperation, power of attorney, cooperation with special economic zones, commercial negotiations and more.

**IT translations:** Oracle EBS financial and accounting system, user manuals, technical and functional documentation, manufacturing management systems, warehouse management systems, websites and more.

**Corporate documentation:** correspondence, internal documentation, procedures, press releases, instructions of any kind and more.

**Marketing and market research, management, HR:** product catalogues, brand policy, job position descriptions, HR management systems and more.

### **IT**

Trados Studio 2009 Freelance  
ABBYY FineReader 10 Professional Edition  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint

### **Publications**

Article “Cómo superar las dificultades resultantes de la escasez de fuentes y su baja calidad en la traducción técnica español-polaca” (*“How to overcome the difficulties resulting from lack of resources and their poor quality in Spanish to Polish technical translation”*) Lingua Legis no. 14, 2006

### **Linguistic certificates**

2004  
2000

D.E.L.E. Superior  
Certificate in Advanced English