



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Malgorzata Decewicz**  
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Nationality Polish  
Date of birth 07.12.10957  
Gender female

### Desired employment / Occupational field

#### Work experience

Dates	2000-2010
Occupation or position held	freelance translator
Main activities and responsibilities	Translation of documents in the following fields of specialisation: translation of clinical records, diagnostic and laboratory results, medical reports, clinical trials, medical equipment, translation of safety procedures for chemical substances, manuals and instruction manuals for equipment and machinery, computer & Internet translations, tagged files translations, personal letters, school certificates, marital status, translation of travel guides.
Name and address of employer	Various clients - Translation Agencies in Italy and in Poland.
Type of business or sector	Translations
Dates	2000-2004
Occupation or position held	Webdesigner
Main activities and responsibilities	web site creation, web graphics design Vea Informatica S.a.s – Messina Webdesign
Dates	2008
Occupation or position held	Technical translator
Main activities and responsibilities	Translation of the manuals and instruction manuals for equipment and machinery Ficep Group Translations
Dates	2008-2010
Occupation or position held	Translator
Main activities and responsibilities	Collaboration with the Messina's multicultural newspaper "MONDI EMERSI" concerning Immigration and Immigrants Mondi Emersi <a href="http://www.mondiemersi.org">http://www.mondiemersi.org</a> Translations

### Education and training

Dates 1976 - 1981

Title of qualification awarded | Graduated from the Faculty of Pharmacy at the Medical Academy of Danzig (Poland)

Principal subjects/occupational skills covered

Name and type of organisation providing education and training | Medical Academy of Danzig - Faculty of Pharmacy

**Personal skills and competences**

29.04.2002 Messina  
European licence –ECDL

07.11.2002 Messina  
"Internet: Professione webmaster" – Design, creation and maintenance of static and dynamic web sites using advanced techniques. At VEA INFORMATICA, Messina

Mother tongue(s) | **Polish**

Other language(s) | **Italian**

Self-assessment

*European level (\*)*

**Italian  
Language**

Understanding		Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production	
C2		C2		C2		C2	

(\*) *Common European Framework of Reference for Languages*

Social skills and competences | Communicative, sociable, open to new, understanding, persevering, expressive, modest, serious, tend to the scientific and didactic activity

Organisational skills and competences | Successful in coordinating with team work and projects. Experience form several projects based on team work and detailed planning.

Technical skills and competences | Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Computer skills and competences | I possess in-depth Computer skills and expertise with word processing software for the drafting of texts, tables and organization charts. I also work as a web designer in the creation of Internet sites, and can do translations of entire websites, handle Internet services and electronic mail. I am well versed in HTML, and other languages and scripts used in Internet, and apply these skills when translating in the IT sector.

Artistic skills and competences | I work also as a As a web designer. with graphic design software such as Macromedia Fireworks MX and Adobe Photoshop. I offer the services of: image manipulation, web graphics, web banner creating, high-quality personalized graphic, redesign of web sites, custom logo creation.Using my design skills, I have created the web-design of my own website.

Other skills and competences

Driving licence | Driving licence B cathegory

## Additional information

From 2006 Platinum member of Proz.com  
<http://www.proz.com/profile/134349>

### References

[http://www.proz.com/?sp=provider\\_popup&sp\\_mode=view&entry\\_maker\\_id=134349&eid\\_s=134349&float=y](http://www.proz.com/?sp=provider_popup&sp_mode=view&entry_maker_id=134349&eid_s=134349&float=y)

### CAT TOOLS

- MemoQ
- SDL Trados 2007 – SDL Trados Studio 2009
- TagEditor, SDLX
- Wordfast 5,5c

### Other software

- Adobe Acrobat Professional 6,0
- PDF2Word - convertitore file PDF <>Word
- OmniPage - software OCR
- Archivarius 3000
- Microsoft Office
- Adobe Photoshop
- Macromedia Dreamweaver
- Macromedia Fireworks
- Macromedia Flash

Mariotto, 26.04.2012

Malgorzata Decewicz

Source language – Italian

Target language Polish

rate – 0,08 €/word