

## PERSONAL INFORMATION Alena Povolná

Sex Female | Date of birth 20/01/1963 | Nationality Czech

## MY ROLE

Freelance Translator / Reviser / Reviewer  
From GE into CZ, from CZ into GE  
from GE into SK, from SK into GE

## WORK EXPERIENCE IN TRANSLATION

**Subject Fields:**

I have translated texts on the following subject fields:

- Food and agriculture products
- Transport and motor vehicles
- Telecommunication and radio interfaces
- Chemical products
- Construction
- Packaging and packaging waste
- Emission levels and other environmental topics
- Animal welfare
- Energy
- Pharmaceutical and cosmetic products
- Electronics
- Machinery
- Medical equipment
- Information society services
- Legal texts in the area of specific national law and of EU law

1990 to present

**Free Lance Translator / Interpreter, sworn**

Some Projects:

- Etim classification - translation GE-CZ
- Automotive projects (BMW DE-CZ, SK, Daimler DE-CZ)
- Smartflower Website, documents - translation GE-CZ, SK
- ZEISS Cirrus™ HD-OCT - translation GE-CZ
- Weekly press monitoring for E.ON, CZ – translation CZ-GE
- CAD/CAM systems – translation EN-CZ
- CNC machining – translation EN-CZ
- Electronic catalogues - translation EN-CZ, CZ-GE
- Primaster paints and coatings - translation GE-CZ, SK
- Analysis for the Ministry of Agriculture CZ - translation CZ-GE
- Reconstruction project in the Slovak National Park - - translation SK-GE
- Winery Lexicon - translation CZ-GE
- Other tech. documents, certificates, websites, Contracts, EU- Standards
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- Interpreting of Passive house conferences – CZ, SK-GE
- Interpreting of conferences - CHP units, wind power, wood building ... - CZ-GE

**Business or sector** all technical areas, law, economics, environment, EU legislation, ISO QMS

1986 - 1992

**Development programmer**

Research Institute for wool industry, Brno, CZ

- programming of industrial microprocessor and computer applications

**Business or sector** Textile industry

EDUCATION AND TRAINING

1980 - 1985 **Dipl.-Ing.** 7  
 Technical University Ilmenau, Germany  
 Technical Cybernetics, Automatic control systems / programming, system design

PERSONAL SKILLS

Mother tongue Czech

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
	State interpreting test				
Slovak	C2	C2	C2	C2	C2

- Job-related skills**
  - Good understanding of technical subjects
  - good understanding of programming, analytical thinking, algorithm development
- Computer skills**
  - Good command of Microsoft Office™ tools (W, E, PP,...)
  - good command of gr. d. applications (Adobe Illustrator, InCopy, InDesign™)
- CAT knowledge**
  - Transit NXT, Trados Studio 2015
- Other skills** Other languages: Russian, English, French  
Philosophy

OTHER WORK EXPERIENCE  
 ADDITIONAL INFORMATION

Date: 20.01.2016

Signature

