

- CURRICULUM VITAE -



FIRST NAME AND SURNAME: Ireneusz Piaszczyk

DATE OF BIRTH: 7th January 1971

PLACE OF BIRTH: Ziebice

RESIDENCE: 57-220 Ziebice
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CIVIL STATUS: married, 1 child

EDUCATION:

- 1985-1989: high school, speciality: biology & chemistry
- **1991 - 1996: studies at the Institute for German philology, University Wroclaw - Master's degree**
- 2003-2004: postgraduate course „European Funds” at the WSZiP Walbrzych

SKILLS:

Foreign languages:

- German - very good spoken and written
- English - average

Computer:

- Windows (Word, Excel, Access, Outlook, Internet Explorer, **SDL Trados Studio, MemoQ, Across, Metatexis,** others,)
- Driver licence: „B”

PROFESSIONAL LICENSES: Sworn translator of German

WORK EXPERIENCE:

1996-1997: Executive assistant at the general agency of the German cosmetics company Dr. Babor GmbH & Co. / Wroclaw
Responsibilities: general office work, business correspondence, translation of advertising materials, processing of press advertising and collaboration with industry journals, processing of materials and coordination of the work of the trade fair presence

1997-1998: Translator & interpreter at the large factory of wooden windows J.URZEDOWSKI in Ziebice.

Responsibilities: Interpretation of business discussions, translating of technical documents, correspondence, coordination of deliveries from Germany, the Netherlands and Singapore (transport, appointments, payments), support of trade delegations and installation technicians, coordination of maintenance of machinery and equipment imported from Germany etc.

1998-still: freelance sworn translator of the German language

Subjects:

- Regulatory and procedural documents, legal texts
- Contracts
- Technology and industry: operating manuals, product descriptions, specifications, offers
- Construction
- Marketing, advertising, product specifications
- Railway technology
- Mechanical engineering
- Agriculture
- Cosmetics
- Other