

# CURRICULUM VITAE

Mgr. Radka Book

## Personal Details

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Mobile phone no.	0176 67307006
Date of birth	18.07.1986, Prague

## Work Experience – Summary

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### In-house work

06/2014 – 08/2017	Škoda Auto, a.s. <ul style="list-style-type: none"><li>- <b>Sector:</b> automobile industry</li><li>- <b>Position:</b> translation of internal documents for the HR Department of ŠKODA AUTO, the ŠKODA AUTO Vocational School of Engineering and the ŠKODA AUTO University together with interpreting services both in German and English</li></ul>
05/2012 – 06/2013	Pražská energetika, a.s. <ul style="list-style-type: none"><li>- <b>Sector:</b> energy supplier</li><li>- <b>Position:</b> translator and interpreter in the <i>Trading and Sales Department</i></li></ul>
03/2011 – 03/2012	Presto, s.r.o. <ul style="list-style-type: none"><li>- <b>Sector:</b> translation agency</li><li>- <b>Position:</b> translator and proof-reader in the <i>Department for EU Translations</i></li></ul>

### Freelance work

From 2008	Translation <ul style="list-style-type: none"><li>- <b>Languages:</b> DE ⇌ CZ, EN ⇌ CZ, DE ⇌ EN</li><li>- <b>Range of texts:</b> websites, technical texts, screenplays, business correspondence, press releases, subtitles, exhibit descriptions, press articles</li><li><b>References:</b> Centre for Contemporary Art DOX, nutprodukce s.r.o., Maitrea Publishing House, Pražská energetika, a.s., PRESTO, Tower Park Praha, People in Need, SOS Children's Villages, Rozkoš bez rizika</li></ul>
From 2008	Interpreting <ul style="list-style-type: none"><li>- <b>Languages:</b> DE ⇌ CZ, EN ⇌ CZ</li><li>- <b>Type of interpreting:</b> consecutive and simultaneous, chuchotage</li><li>- <b>Range of events:</b> conferences, panel discussions, business meetings, workshops, prize giving ceremonies, trade fairs etc.</li><li>- <b>References:</b> Summer School of Slavonic Studies, Academy of Sciences of the Czech Republic, ABF – Foundation for the Development of</li></ul>

Architecture and Civil Engineering, AFS Intercultural Programs, NN  
(insurance and asset management company), Vamed Mediterra

## Tertiary Education

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2005 – 2012	MA Study Program at the <i>Institute for Translation Studies</i> at the Faculty of Arts at Charles University, Prague, Czech Republic <ul style="list-style-type: none"><li>- 2005 – 2011: Translation and Interpreting: Czech and English</li><li>- 2006 – 2012: Translation and Interpreting: Czech and German</li><li>- Degree: Master (Mgr.)</li></ul>
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## Other Education

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2000 – 2005	The English College, Prague, Czech Republic <ul style="list-style-type: none"><li>- Degree: International Baccalaureate (IB)</li></ul>
1997 – 2000	Deutsche Schule New Delhi, New Delhi, India

## Other Training Courses

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09/2012 – 06/2013	Faculty of Law, Charles University, Prague, Czech Republic <ul style="list-style-type: none"><li>- course "Introduction to Law", concluded by a final exam</li></ul>
12/2010	Educational excursion to EU institutions, Brussel, Belgium <ul style="list-style-type: none"><li>- lectures and discussions with in-house interpreters working in EU institutions; interpreting practice in "dummy booths"</li></ul>
09/2009 – 01/2010	ERASMUS exchange program, Karl-Franzens-Universität, Graz, Austria <ul style="list-style-type: none"><li>- Institute for Theoretical and Applied Translation Science</li></ul>

## Language Skills

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Czech	Mother tongue
German	Level C2, ZOP (Certificate of the Goethe Institute)
English	Level C2, TOEFL 119 points
French	Level B1

## Software Skills

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SDL Trados (excellent)
Memsources (excellent)
Microsoft Office (good)

Essen, 04.10.2017

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