europass



Jan Zasadil

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WORK EXPERIENCE

05/05/2013 – CURRENT Pelhřimov, Czechia

SWORN TRANSLATOR BETWEEN ENGLISH AND CZECH SELF-EMPLOYED

Translation of Business Contracts, Privacy Policies, Terms and Conditions, Contracts of Employment, Memoranda of Incorporation, Divorce Judgements, Powers of Attorney, Insurance Policies, various Diplomas and Certificates, Birth/Marriage Certificates

Email translation.zasadil@protonmail.ch | **Website** www. translation-zasadil.webnode.cz

01/09/2009 – CURRENT Pelhřimov, Czechia

TRANSLATOR AMONG CZECH, ENGLISH AND GERMAN SELF-EMPLOYED

- Self-promotion through various internet channels and social media
- Acquisition of contracts / customers,
- Acquisition of IT skill-sets based on client requirements,
- Acquisition of knowledge in the various fields of translation,
- Project-management and time-management of various overlapping contractual translation taks
- Translation and self-correction
- Management of glossaries and translation memories
- Full delivery and accounting processing of each project
- Communication with potential clients via e-mail and social media
- Acquiring feedback and recommendations for social-media accounts
- Creation of compelling content and ads for social media

Email translation.zasadil@protonmail.ch | **Website** www. translation-zasadil.webnode.cz

01/09/2017 – CURRENT Bechyně, Czechia

SENIOR MILITARY ENGINEER SPECIALIST, LANCE CORPORAL / PRIVATE 1ST CLASS (OR - 3) ACTIVE RESERVE, CZECH ARMED FORCES

Senior Military Engineer, Private (OR-2) Until 04/2022
Army Training and Preparation (max. 6-weeks a year)

05/04/2022 – 30/04/2023 Pelhřimov, Czechia

RENTAL SPECIALIST IN CONSTRUCTION AND CIVIL ENGINEERING MACHINERY STAVEBNINY DEK A.S.

- Management and operation of branch rental store
- Maintenance of motorized and hand-held construction machines and tools
- Relations with customers and suppliers
- Management of sales warehouse and maintenance warehouse
- Introduction of next-generation rental processes standards

Business or Sector Construction | **Department** Rental | **Website** www.dek.cz

01/04/2017 – 31/03/2019 Prague, Czechia
WEB CONTENT EDITOR ACTUM DIGITAL

- In charge of web presentation of international clients (in CMS Sitecore, Kentico, TYPO3 and other)
- Translating among En, Cs, and De.

Website https://www.actumdigital.com/

01/09/2014 – 28/02/2015 Krnov, Czechia
MANAGER OF EDUCATIONAL DIVISION EDUCO CENTRUM S.R.O.

- Aministration of public tenders for purcase of equipment for LLL courses
- Facilitation of innovation projects for pre-schools and schools
- Setting up project infrastructure and processes
- Leading 2 internal and 15 external colleagues

Website https://educocentrum.cz/uvod

01/04/2012 – 31/12/2012 Prague, Czechia
FOREIGN EDITOR, WEB MANAGER PRESS CENTRE OF THE CZECH BISHOPS' CONFERENCE

- Translation of Czech Catholic Church news into English and German
- Search of world news in the Catholic Church and creation of compelling texts for Czech, English and German audiences
- Web-management of cirkev.cz web family (3 3rd-level domains)

Website www.cirkev.cz

01/09/2007 – 30/06/2014 Praha, Czechia
ENGLISH TEACHER, ELT JUNIOR METHODOLOGIST PRAGUE LANGUAGE INSTITUTE (JIPKA)

- Teaching public group courses of English on levels A0-C1, postsecondary school courses, preparation for PET and FCE, courses of business English, English grammar.
- Starting 2012, support to methodological department - supervising courses led by native English speakers, evaluation, providing feedback in one-to-one meetings with native speekers.

Website https://www.jipka.cz/

EDUCATION AND TRAINING

01/10/2014 – 19/06/2015 Prague, Czechia
CERTIFICATE OF COMPLETION OF THE LIFE-LONG LEARNING STUDY PROGRAMME "SUPPLEMENTARY STUDY FOR INTERPRETERS AND TRANSLATORS" Faculty of Law, Charles University

Czech Legal Professional Basics
- constitutional system, legal system
- civil law - general Civil Code
- contract obligation and damage liability law
- family law and succession law
- civil procedure
- commercial law
- labour law
- social security law
- criminal law
- criminal procedure
- administrative law, administrative bodies
- administrative procedure
- financial institutions, tax system of the Czech Republic
- European law - legislature, judiciary

English language seminar
- all of the above topics in translation to/from English

Level in EQF EQF level 5

01/10/2006 – 15/02/2011 Prague, Czechia

BACHELOR OF ARTS Faculty of Arts, Charles University

Academic Writing
Practical Language Course
Theory of Language
Phonetics and Phonology
Theoretical Study of English Language and Linguistics
Morphology
Syntax
Lexical and Textual Level
History of English Language
British History
British Studies
English Literature 1-4
Scottish Literature
Scottish Science Fiction and Fantasy
Irish Literature
History of the USA
American Literature 1-5
Literary Studies
Aesthetics in the Contex of Philosophy
Aesthetics
Aesthetics of the 19th Century
Romanticism and Cultural Identity
Film Theory
Teaching English as a Second Language
Psychology for Teachers
Teaching Practice
German Language
ERASMUS Study Stay: Zurich University, Switzerland
The American Short Story
Pictorial Transformations in Literature and Painting
History of English Language
BA Thesis:
- The uncanny and grotesque of the in the Self in the short stories of E. T. A. Hoffmann and E. A. Poe

Level in EQF EQF level 6

01/09/2000 – 30/06/2006 České Budějovice, Czechia

SECONDARY SCHOOL GRADUATION WITH DISTINCTION St. J.N.Neumann Bishop Grammar School

General Secondary Education with Partial German Immersion
School-Leaving Exam (marks excellent-unsatisfactory: 1-5):
Czech Language and Literature - 1
English Language - 1
German Language - 1
Social Sciences - 1

Level in EQF EQF level 4

01/09/2003 – 30/06/2004 Port Alberni, BC, Canada

CERTIFICATE OF SECONDARY EDUCATION Alberni District Secondary School

General Secondary Education
1. Semester
English 11
Social Studies 11
Entrepreneurship 11
English for Foreign Students
2. Semester
English 12
Biology 12
History 12

Community Work Experience 12

Graduation (marks excellent-unsatisfactory A-F):
English B
Biology A
History A
German A

01/10/2018 – 09/11/2018 Vyškov, Czechia

CERTIFICATE OF COMPLETION OF THE BASIC PREPARATION COURSE - ACTIVE RESERVE CZECH ARMED FORCES Czech Armed Forces

6-week basic military training course - theoretical and practical
- military code
- physical preparation
- obstacle courses
- combat tactics
- military equipment
- combat first aid
- military engineering
- shooting
- survival skills

Level in EQF EQF level 5

01/05/2023 – 25/08/2023 Prague, Czechia

WEB APPLICATION JAVA DEVELOPER REQUALIFICATION IT Network s.r.o.

Website www.itnetrowk.cz | **Field of study** Information and Communication Technologies

LANGUAGE SKILLS

Mother tongue(s): **CZECH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Social Media | Microsoft Excel | Organizational and planning skills | Written and Verbal skills | Decision-making | Motivated | Critical thinking | Strategic Planning | Responsibility | Flexibility | Teamwork | Reliability | Research and analytical skills | Detail-Oriented | Ability to Work Under Pressure | HTML/ CSS | Cross cultural skills | Java | JavaScript | MySQL | Bootstrap | SpringBoot

ADDITIONAL INFORMATION

ORGANISATIONAL SKILLS

Organisational skills Leadership skills gained in the roles of language teacher and project manager
Organisational skills gained in the roles of language teacher, project manager, web content editor and especially freelance translator
Managerial skills ained in the roles of language teacher, project manager, vicepresident of a civic association responsible for projects and event-organization, and especially freelance translator

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills Excellent communication skills gained in the roles of language teacher, project manager and interpreter.

OTHER SKILLS

Other skills

SORUDO defence system trainee and future trainer
Folk music writer and singer, self-taught guitarist