



# DOROTA GOC

ENGLISH – POLISH and FRENCH – POLISH  
TRANSLATOR

## SPECIALIZATIONS:

MEDICINE

BUSINESS

MARKETING

## SERVICES OFFERED:

- English to Polish, French to Polish, and Polish to English translation
- Editing and proofreading translations
- Other language services (creating glossaries and style guides, quality control of translated apps and websites, audio transcription, etc.)

## KEY SKILLS:

- Excellent knowledge of grammar, spelling, and punctuation
- Attention to detail and perfectionism
- Independence
- Curiosity
- Critical thinking and ability to find reliable information

## SOFTWARE:

- **CAT tools:** SDL Trados Studio, MemoQ, Déjà Vu, Idiom WorldServer, Across, SmartCAT, Wordfast Anywhere, Memsource, ApSIC Xbench and others
- **Microsoft Office:** Word, Excel, PowerPoint

## IN A NUTSHELL

- *7 years of experience in translation*
- *Postgraduate course in Medical English*
- *5-month traineeship at the European Commission*
- *Excellent knowledge of translated languages and cultures*

## EXPERIENCE

### FREELANCE TRANSLATOR

07/2019 – present

- Translating and revising texts from various fields including:
  - Life Sciences (mainly medical equipment and clinical trials)
  - Business (websites, presentations, policies, trainings, etc.)
  - Marketing (fashion, beauty, automotive, and others)
- Translation of a children's book "True Monsters" (publ. Esteri)

### IN-HOUSE TRANSLATOR

05/2018 – 05/2019

**Ryszard Jarża Translations (Wrocław, Poland)**

- Translating technical, marketing and legal texts (user manuals, website content, user agreements, contracts, company policies, internal corporate communications and videos, etc.)
- Revision and quality assurance

### "BLUE BOOK" TRAINEESHIP

10/2017 – 02/2018

**Directorate-General for Translation (Luxembourg)**

- Translating official European Commission documents from English and French into Polish (legal acts, reports, press releases, questionnaires, etc.)

### TRANSLATION TRAINEESHIP

07/2017 – 09/2017

**Translation Agency "Expresso" (remote)**

- Translating various texts from English and French into Polish
- Proofreading and editing translations, creating glossaries

### CUSTOMER SERVICE ADVISOR

02/2015 – 11/2015

**Capgemini Polska (Katowice)**

- Translating technical documentation from French into English (application manuals, technical specifications, reports, marketing materials, etc.)
- Handling incoming calls and e-mails from French-speaking clients

## CONTACT:



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## EXAMPLES OF COMPLETED TRAINING COURSES:

- Courses in medical translation:
  - *Abdominal ultrasound in translation*
  - *Anatomy for translators*
  - *SARS-CoV-2 in translation*
  - *Translating clinical trial documentation*
  - *Translating discharge summaries*
  - *Forms, routes of administration and dosage of medications*
  - *Translation in the field of ophthalmology*
- An intensive course in editing and copywriting (Polish)
- A crash course in translating texts regarding International Humanitarian Law (English-Polish)

## INTERESTS:

- Linguistics and foreign languages
- Environment and animal protection
- Science and new technologies

## STAYS ABROAD

### ERASMUS+:

- 2017 - exchange semester in Italy (*Università degli Studi di Napoli „L'Orientale”*)
- 2016 - exchange semester in France (*Université de Montpellier*)
- 2014/15 - exchange semester in France (*Université d'Angers*)

### OTHER:

- 2019 - one-month stay in Ireland (volunteering in a coffee shop)
- 2017/18 - five-month stay in Luxembourg (traineeship)
- 2016 - two-month stay in Scotland (volunteering in a hostel)

## EDUCATION

### POSTGRADUATE STUDIES IN ENGLISH FOR SPECIFIC PURPOSES: Medical English 2018 – 2019

#### University of Wrocław

- Mastering medical terminology in Polish and English
- Practicing translation of various documents in the medical field (discharge summaries, examination descriptions, medical devices documentation, scientific papers and abstracts, etc.)

### APPLIED LANGUAGES: French and English 2015 – 2017

#### University of Silesia in Katowice

- Degree earned: Master of Arts
- Specialization in translation and business language

### APPLIED LANGUAGES: French and English 2012 – 2015

#### University of Silesia in Katowice

- Degree earned: Bachelor of Arts
- Specialization in translation

### ENGLISH PHILOLOGY: Translation Programme 2011 – 2014

#### University of Silesia in Katowice

- Degree earned: Bachelor of Arts
- 3-year course in Mandarin Chinese

## TESTIMONIALS

*It has been a pleasure to collaborate with Dorota. A true perfectionist in the field of translating, she always handles her tasks in a professional, diligent and timely manner.*

**Justyna Trojnar**, Project Coordinator at Loc At Heart

*Ms Dorota Goc always carried out her tasks with the utmost efficiency, accuracy and professionalism. (...) Her work was entirely satisfactory and demonstrated the translation abilities which can be expected of an excellent translator-trainee.*

**Mirosław Szpakowski**, Head of the Polish Unit at the Directorate-General for Translation, European Commission

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