

Anna Kuciejewska — Polish, English and Russian translator

I've been translating since 2008. Since 2014, I've been managing my own registered translation business. In the past, I worked as a freight forwarding agent in a transport company, and later as a head of sales in a food-processing company. These roles allowed me to gain the necessary experience and define the scope of my translation specializations.

SCOPE OF SERVICES:

- non-certified translation
- revision and proofreading
- transcription of audio or video recordings

COMPUTER AND CAT TOOLS:

- Trados Studio 2017
- memoQ 9
- MS Office
- ABBYY PDF Transformer +
- Xbench 3.0

SPECIALIZATIONS:

- technical and industrial texts (material safety data sheets, specifications, operation and maintenance manuals)
- food processing
- export documentation
- logistics
- commercial and legal texts
- marketing texts
- press articles and releases
- training materials
- website content
- beauty industry
- sports

RATES

Provided translation rates are per billing page (1 billing page = 1800 chars incl. spaces) or per word. Each text is handled individually and the service price is specified based on the difficulty of text, size and formatting of the source, as well as the delivery date.

PAYMENT METHOD

Wire transfer.

BILLING

On the delivery date you will be provided with the translated file and the invoice. The latter will be attached to an e-mail as a PDF file. Invoices may be issued individually after each order or collectively as at the end of each month.

ABOUT ME

I graduated from the University of Warmia and Mazury in Olsztyn, where I studied Russian and English Philology. In the course of study I also underwent a language training program at the Immanuel Kant Russian State University (currently the Immanuel Kant Baltic Federal University) in Kaliningrad. I am ambitious and therefore all tasks started must be completed. At home, I was taught how important punctuality and respect are, so I always meet the agreed deadline. I find each new translation task not only a challenge but also a great pleasure, and as a linguist I love working both with the language and on my language skills development. I am an avid sports fan (I used to be an amateur handball player), which makes me constantly strive to achieve the best possible results.

Thank you for taking the time to read my portfolio. For more details and letters of recommendation please visit my website at: **www.blumoon.com.pl**