

Curriculum Vitae

Personal Information

Name: Mr. Jiří TOMAN

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Address: 66, boulevard Napoléon I^{er}, L-2210 Luxembourg, Luxembourg

Working Experience

04/2014 – **Freelance Translator (EN – FR - CZ)**

- Domains: e-commerce, EU-related texts, software and website localization, marketing, electronics, IT, automotive, climbing equipment and sports, injection moulding, engineering

07/2015 – 03/2017 **Freelance Digital Marketing Executive Assistant**

- Websites search, liaising with website owners, establishing cooperation, link building

07/2016 – 08/2016 **Proof-reader at the Publications Office of the European Union**

- Proofreading texts translated into CZ from EN/FR for various EU institutions and agencies

10/2013 – 03/2014 **Translation Traineeship at the European Parliament**

- Translating from English and French into Czech
- Domains: finance, budget, banking, human rights, transport, politics, law

2011 – 2013 **Ando Translations – QA Specialist**

- Proofreading and editing technical and medical translations from English into Czech

2008 – 2011 **Project Manager at AIESEC Pilsen (International Student Organisation)**

- Developing and coordinating projects, leading project teams, reporting, planning

Education

2011 – 2015 **Master's Degree in English language translation**

Master's Degree in French language translation

Masaryk University (Brno, Czech Republic)

- Translation, CAT tools, interpreting, subtitling, language studies, EU translation

2009 – 2010 **Erasmus Exchange Study Programme**

University of Perpignan (Perpignan, France)

- English and French language, business economics, economics, translation

2007 – 2011 **Bachelor's Degree, English and French for Business**

University of West Bohemia (Pilsen, Czech Republic)

Other Skills

- Proficient user: MS Office, computer-assisted translation and editing tools
- Advanced user: CRM and CMS systems; basic notions of HTML and SEO
- Kayaking and canoeing guide, active rock climber

Interests

- Orienteering, climbing, football, cycling, volleyball, hiking, kayaking, playing the guitar, singing, travelling