

# Curriculum Vitae

## Katarzyna Tomczyk-Herbut



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### **Personal profile:**

A conscientious and self-motivated individual with great enthusiasm and determination to succeed. Hard working, reliable and resourceful with excellent organisational skills, combined with the ability to communicate fluently in 3 foreign languages. Successfully receives, assimilates and evaluates information in order to complete any task efficiently and on time. Friendly and good humoured irrespective of the circumstances

### **Professional experience:**

**July 2016 until now** – owner and translator in Katarzyna Tomczyk-Herbut Translation Services. Responsible for accurate and timely translation of the documents concerning different areas (EU, medicine, finances, environment, energy, EU standards etc.) with the use of CAT software.

**March 2014 until now** – translator in INVERNIRE TRANSLATION AGENCY in Warsaw. Responsible for accurate and timely translation of assigned documents from English to Polish and reverse with utilization of computer assisted translation software (MEMOQ, WORDFAST). Texts usually concern different areas of cooperation between Polish Government and European Commission.

**September 2012 until now** – artist dancer working as freelancer for art agency REVISTA ART. Performed in the number of cultural and sporting events and entertainment animations across the country and abroad.

**January 2009 – December 2009** – translator for BETTER M.S. in Chełm. Better M.S. was family owned company which was dealing with translations within English, Spanish and Polish languages.

### **Education:**

2011–2013	Master of Art at University of Warsaw, Literature and culture of Spain and USA study at Interdisciplinary Studies on Philology and Culture.
2007–2011	Bachelor of Art at University of Warsaw, Literature and culture of Spain, Italy and USA study at Interdisciplinary Studies on Philology and Culture.
2004–2007	Stefan Czarniecki High School in Chełm. Maths and linguistic profile curriculum.

### **Languages:**

English – proficient (speech and writing)

Spanish – proficient (speech and writing)

Italian – highly advanced (speech and writing)

### **Other skills:**

- Category B clean driving licence
- MS Office
- CAT software ( Memoq, Wordfast)
- Good communicator
- Strong motivator
- Good mediator

### **Hobbies:**

- modern dance
- travel
- foreign languages
- snowboard
- fitness