

INFO



Pivovarská 9, 036 01 Martin
(Slovakia)

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info@leo-interpreting.com

www.leo-interpreting.com

LANGUAGES

Slovak	mother tongue
English	proficient user
German	proficient user
French	independent user

SKILLS

Soft skills

Offering personal approach
and tailor-made solutions

Communication skills,
intercultural communication

Ability to lead a team as well as
perform individually

PROFESSIONAL EXPERIENCE

09/2019 – present

LEO interpreting,
Martin, Slovakia

Freelance Interpreter/Translator

translation for the EU institutions, legal
area, marketing, education and tourism
conference and business interpreting
advanced level English classes, RSI, PEMT

10/2018 – 06/2019

Lancaster &
Morecambe College,
Morecambe Road,
Lancaster, UK

European Voluntary Service

ESOL - planning, designing learning
materials and leading English classes for
students with refugee backgrounds

project coordination at International
Projects department – Erasmus+ projects
focusing on non-formal education and
youthwork

preparation of project and training content

01/2016 – 04/2018

Adient Slovakia,
Kysucká cesta 3,
Žilina, Slovakia

Management Assistant

plant purchasing and indirect supplier
coordination

administration, employee engagement
events, travel and volunteering activities

branding and visual management

expatriot employees and related
administration

translation and proofreading of
documents

04/2015 – 09/2015

Directorate-General
for Translation of the
European Parliament
Luxembourg

Trainee Translator

translation of institutional texts

terminology research focusing on human
rights and updating IATE database

trainings on CAT tools, documentary
searches and translation workflow at the
EU institutions

07/2014 – 03/2015

Schaeffler
INA Kysuce,
Kysucké Nové Mesto
/Schweinfurt,
Slovakia/Germany

Interpreter/Translator

interpreting during meetings, employee
trainings and operational events

translation of technical, administrative
and legal texts

interpreting and organizational support
during business trips in Germany

SKILLS

Linguistic skills

Simultaneous and consecutive interpretation

Expertise in contractual and institutional texts

Foreign language tutoring

CAT, PEMT, RSI

Digital competence

Excellent command of Microsoft Office programs

CAT tools: SDL Trados Studio (proficient user), MemoQ, Across (basic knowledge), QA tools (Verifika, Xbench)

Basic knowledge of image editing tools (Photoshop, CorelDraw, ABBYY)

TRAININGS

Contractual Law (JUDr. Juraj Kotrusz)

Translation of Legal Texts (Mgr. Martin Zambor)

German legal terminology (UFK Nitra)

Labour Law Translation (JUDr. Juraj Kotrusz)

COMMUNITY INVOLVEMENT

Volunteer at animal shelter Žilinský útulok, Žilina, Slovakia

Co-organizer of regional Christmas charity event Strom splnených prání

MISCELLANEOUS

Driving licence – type B

EDUCATION

09/2012 – 05/2014

Constantine the Philosopher University in Nitra, Nitra (Slovakia)

Interpretation and Translation Studies - English and German, Master's Degree

translation of general and specialized texts

simultaneous and consecutive interpreting focusing on EU sphere

history of translation studies theory

European institutions

Diploma Thesis: Translation and Interpretation Services of the European Union

Interpretation and Translation Studies - English and German, Bachelor's Degree

Theory of translation and interpretation linguistics of English, German and Slovak language

culture and literature of English and German speaking countries

basics of ICT, economy and law

Bachelor Thesis: Analysis of Translation (English into Slovak)

Erasmus Exchange Program at University of Passau, Germany (English, German and French language, Business English, business communication and economy, culture of German speaking countries)

09/2009 – 06/2011

Constantine the Philosopher University in Nitra, Nitra (Slovakia)

09/2002 – 06/2009

Grammar School of Viliam Pauliny-Tóth, Martin (Slovakia)

General Grammar School Program

general experimental high school education with A-level examination (Slovak, English and German, history)

REFERENCES

Antónia Bugárová, Sia Translations, Manager, antonia.bugarova@sia-translations.com

Andrej Krbyla, Ekotopfilm, Tour Manager, tour@ekotopfilm.sk

John Latham, LMC College, International Projects Manager, j.latham@lmc.ac.uk

Ladislav Olík, Adient Slovakia, Plant Manager, ladislav.olik@adient.com

INTERESTS

Literature

Travel & cultural exchange

Outdoors activities

Animal welfare

Linguistics

MISCELLANEOUS

03/2012 – 06/2014

Language School
Zaraz, Martin/Nitra
(Slovakia)

Language Teacher/Translator

part-time employment

teaching English and German via direct method

translation projects (English and German)

2014 - present

miscellaneous

Interpreter

Anniversary conference of the Mining Academy, Banská Štiavnica, Slovakia (2011)

Energetics Conference of the University of Trnava (2012)

Ekotopfilm Festival in Žilina, Slovakia (2017)

07/2013 – 08/2013

Skřivánek Slovensko,
Tetras s.r.o., Žilina
(Slovakia)

Trainee Translator

introduction into translation agency workflow and processes

introduction into CAT tools, image-editing software and software localization

standards of language service provision industry

translation of standard text types

2009 - present

miscellaneous

Foreign language tutoring

English and German language tutoring, preparation for language examinations

04/2018 – 07/2019

miscellaneous

Volunteering and cultural exchange

04/2018 **Erasmus+**: *Youth Work*, NGO Rota Jovem, St Pedro D'Estoril, Portugal

04/2018 **Erasmus+**: *Time 4 Tea* – social dialogue and youth involvement, NGO Momentum, London, UK

06-07/2018 **AIESEC volunteering project**: *Talk Albania*, teaching English (IELTS preparation) at Britannica, Tirana