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**Jana Fox**

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Full driving license

*I am a double degree qualified Czech national. I am an experienced EN>CZ Freelance Translator with knowledge of vocabulary from numerous fields. I have worked with many clients on a long term basis and I have always been happy to learn how to work with their technologies and systems. I have fluent spoken and written English and have held business and client management roles within two large Czech corporations using written and spoken English and German. I am very detail orientated and a very enthusiastic about my work. I don’t mind working with a tight deadline and I always deliver a top quality work on time. I also run my own business where I hold fitness and dance classes, and organise wellness weekends.*

**Career History**

**April 2017 – Present Day**

**Freelance English <> Czech Translator**

**Fields of expertise: Subtitles, E-Commerce, Technical, Marketing, Legal documents, Religion, Automotive**

Long-term Cooperation:

**COLLOT BACA LOCALIZATION**

* Translation and timing of subtitles using Ooona tool
* Quality control

**IYUNO MEDIA GROUP**

* Translation of film subtitles English to Czech using iMediaTrans tool (main clients NETFLIX, Amazon, Disney+,...)
* Proofreading
* Text Quality Control

**HIVENTY**

* Translation of film subtitles using Agora tool

**DELUXE MEDIA INC.** – **SFERA STUDIOS**

* English > Czech translation of subtitles on their own Sfera platform

**SOLARITY**

* Translations of technical articles, blogs, newsletters etc. (solar panels and accessories)

**LANGUAGE BEAR**

* Translations of e-commerce, articles, blogs, newsletters, legal texts etc., copywriting

**RWS Ltd. (former SDL Ltd.)**

* Translation of projects for Google and YouTube using Google’s own translation tool Polyglot (payments, travel, user guides, business, marketing, shopping, mobile applications etc.)

**AMAZING APPS**

* Participation in a number of projects of various size and nature
* English > Czech translation of various files and apps

**PREMIUM QUALITY TRANSLATION** (New York, USA)

* Czech > English translation of official documents

**GOOD ENTERPRISE LIMITED (GEL-GLOBAL**, Shenzhen, China)

* English > Czech translation of users manuals, technical content etc.
* Software used – SDL Trados

**AUTHORWAVE** (Athens, Greece)

* Translation of film subtitles English to Czech
* Proofreading
* Text Quality Control

**TED.com**

* Translation and editing of subtitles of TED talks
* Transcriptions in Czech

**At Global Co., Ltd. (Japan at Global)**

* Localization projects of Toyota and Lexus car navigation systems

**MOSTBET** – Collaboration terminated on 25th Feb 2022 due to the company being based in Russia

* Translation of marketing materials for a website (sports bets)

Tools used for subtitling and transcriptions: Ooona, Sfera, Originator, Amara, iMediaTrans, Agora, SDL Trados, Polyglot, Loft, SRT files, Google Sheets etc.

**November 2016 – Present Day**

**Fitness Instructor at Durham County Council**, Durham, Spennymoor, Chester-le-Street

* Teaching of regular fitness classes in leisure centres across County Durham, United Kingdom (Zumba, Zumba Step, Pilates, Spinning, Yoga, Aqua Fit…)

**February 2015 – September 2018**

**Fitness Instructor at Everyone Active Raich Carter Sports Centre,** Sunderland, United Kingdom

* Teaching of regular fitness classes (Zumba, Pilates, Aquafit,…)

**January 2015 – October 2020**

**Office Manager at AID IT Solutions Ltd.,** Chester-le-Street, United Kingdom

* Responsible for the company paperwork, finance report, expenses calculation and overview, communication with the accountant, general office work

**December 2014 – January 2016**

**Sales Assistant at J. Barbour & Sons Ltd.,** Jarrow, United Kingdom

* Sales Assistant in the Factory Outlet Store responsible for clothing presentation and display, goods knowledge and customer service

**August 2014 – March 2015**

**Fitness Instructor and Fitness Team Member at Boldon Fitness,** Boldon Business Park, Boldon Colliery, United Kingdom

* Assistant of Fitness Centre Manager responsible for administration, marketing, reception managing and spa and gym maintenance
* Regular classes and personal trainings

**July 2014 – Present Day**

**Freelance Fitness / Dance Instructor,** various locations in North East, United Kingdom

* Classes and personal trainings within several fitness centres in Sunderland, Durham, Consett etc. teaching Zumba, Zumba Step, Aquafit, Pilates, Spinning, Yoga and Personal Training sessions.

**2007 – June 2014**

**Self Employed Fitness / Dance Instructor**, various locations in Czech Republic

* Over 20 weekly classes within several fitness centres in Prague, Beroun and Chrudim teaching Zumba (adult and child), Pilates, Slow Toning, Aquafit and Personal Training sessions.
* Regularly responsible for planning, choreographing and participating in high profile Zumba exhibitions.
* Regularly organise and coordinate wellness weekends.

**July 2013 - April 2014**

**Business Manager / Environmental Consultant at AVE**, Pilsen & Horovice, Czech Republic

* Negotiated and authored new business contacts with local authorities and private firms.
* Liaised with clients on daily basis to ensure smooth running of operations.
* Responsible for acquisition of approx.150 new clients and approx. 95 new contracts in under a year.
* Attended weekly English lessons after AVE switched its corporate language to English.

**March 2012 – June 2013**

**Senior Business Manager at Česká pošta (Czech Post)**, Pilsen, Czech Republic

* Responsible for the Czech Post’s most important clients, part of which were based in Germany.
* Solely responsible for acquisition of several new clients in Czech Republic and Germany.
* Regularly dealt with non-standard demands in an effective and timely manner.
* Responsible for non-standard contracts and international cooperation of postal operators.

**Jan 2011 - Oct 2011**

**Restaurant Manager at** **Garadic,** Beroun, Czech Republic

* Solely responsible for the complete management of the restaurant, including Staffing, Finance, Marketing, Stock and Menu

**Feb 2009 - March 2010**

**Investment Analyst at Vápenka Čertovy schody a.s. (Lhoist Group)**, Tman, Czech Republic

* Responsible for several investment project duties inc. management of suppliers, finances, time and scheduling.
* Responsible for the fuels used in lime furnaces inc. suppliers, quality and finance.
* Regularly liaised with parent company, Lhoist, in Belgium

**Aug 2008 - Feb 2009**

**Customer Service Representative at GZ Digital Media**, Lodenice, Czech Republic

* Assisted customers in vinyl records department.
* Communicated daily with clients in spoken and written English.

**Education & Qualifications**

2019 – Present Day **Professional Yoga teacher (Hatha, Vinyasa)**

2017 – Present Day **Professional Spinning Instructor**

2016 – Present Day **Professional Pilates Teacher**

2016 – Present Day **Personal Fitness Trainer Level 2**

2010 – Present Day **Official Instructor for Zumba Fitness, LLC**

2003 – 2008 **Degree in** **Musicology at Masaryk University**, Brno, Czech Republic

2006 – 2009 **Degree in Law (Public Adminstration) at Masaryk University**

1999 – 2003 **Studied at Gymnasium Josefa Ressela**, Chrudim, Czech Republic

**Skills**

* Advanced written and spoken English
* Advanced written and spoken Slovakian
* Intermediate written and spoken German
* Native Czech speaker
* Excellent typing
* Advanced business correspondence
* Advanced warehouse management
* Basic SAP administration
* Advanced Microsoft Excel
* Advanced Microsoft Outlook
* Advanced Microsoft Powerpoint
* Advanced Microsoft Word
* Advanced Microsoft Project
* Zertifikat Deutsch - Grundstufe (2002)
* Zertifikat Deutsch - Mittelstufe (2003)
* Fitness (Pilates, Slow Toning, Aquafit, Aerobics, Zumba, Zumba Step, Personal Training, Yoga)

**Personal Interests**

I am a keen traveller and spend a lot of time going places all over the Europe. I’m very keen in translating books, marketing materials, technical instructions etc. I like spending my time with my son William and my baby daughter Josephine, our dog Zuzi, friends and family. I am also a strong pianist, enjoy reading, listening to a varied styles of music, knitting, crochetting, dancing and visiting the cinema. I love new challenges and I’m always happy to learn new things.

**References are available upon request**

**Personal links:**

<https://www.linkedin.com/in/jana-uhlirova-90047a84/>

<https://www.proz.com/profile/3050633>

<https://www.ted.com/profiles/23803460>

[Jana U. - Freelance Translator - Upwork Freelancer from Chester-le-Street, United Kingdom](https://www.upwork.com/freelancers/~01fe395ae81600a9aa?viewMode=1)