



INTERPRETING & TRANSLATIONS
INTERPRETARIATO & TRADUZIONI

CZECH – ENGLISH - ITALIAN
CZECH – ENGLISH – ITALIAN

CERTIFIED TRANSLATIONS
TRADUZIONI GIURATE

CURRICULUM VITAE

PERSONAL INFORMATION

Name and Surname: Iveta Pecinkova
Business name: Mgr. Iveta Pecinkova
Registered Office: Hrad Veveri 1239/1, 635 00 Brno-Bystrc, Czech Republic
Telephone: +420 606 742 950
E-mail: preklady@pecinkova.cz
Skype: ivetapecinkova
Nationality: Czech
Date of birth: 29 Jan 1974

WORK EXPERIENCE (CZECH, ENGLISH, ITALIAN, SPANISH)

1997 – until present Business and technical interpreting and translations for numerous clients, including certified translations and interpreting

2003 – until present Signed contracts for the provision of services related to translation with the European Commission

SPECIALIZATIONS MOST OFTEN TRANSLATED:

General translations: Tourist guides (towns, historical sites and natural beauties, cycling trail maps with relevant descriptions, castle guides), general information leaflets

Economic field:

Contractual documents: Both British and U.S. contracts, agreements and other business documents for renowned law offices

Legal documents: legislation, opinions, commentaries

Accounting: annual reports, financial statements (according to Czech standards as well as IAS and US GAAP), notes to financial statements, accounting policies, audit reports

General business documents: company presentations, tender documentation, intercompany memos, etc.

EU-related documents: draft regulations and directives, communications, opinions, other texts to be published in the Official Journal of the European Union

Technical field:

Human and veterinary medicine: articles for prestigious medical magazines (clinical oncology, cardiology, internal medicine, neurology and neurosurgery, urology), informed consents, medical reports, instructions, leaflets, SPC and PIL.

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Instructions and manuals: many different fields (medical devices, presses, machine tools, boilers, wood-processing technology, household appliances, and more)

Automotive industry: APQP, PPAP, MSA, quality management systems

Certification and standards: mainly ISO/TS 16949, ISO 14001

EDUCATION, TRAINING AND QUALIFICATIONS

- | | |
|----------------|---|
| April 2012 | Attended a Czech-English terminology seminar organized by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic (criminal law) |
| June 2011 | Attended a specialized legal English seminar for court-appointed interpreters and translators at the Law Faculty of Charles University in Prague (Insolvency) |
| April 2011 | Attended a Czech-English terminology seminar organized by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic (family law/divorces/domestic abuse/violence, child custody/abduction/child support/adoption/fosterage, collection actions). |
| February 2011 | Attended a terminology seminar organised by the Union of Interpreters and Translators of the Czech Republic, lecturer: David Hutchins, Solicitor (Common Law) |
| October 2010 | Attended a terminology seminar organised by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic (financial and accounting terminology: annual report, financial statements) |
| October 2010 | Attended a terminology seminar organised by the Law Faculty of the Masaryk University in Brno (terminology of the new Czech Criminal Code) |
| September 2010 | Attended a specialized legal English language course for court-appointed interpreters and translators at the Law Faculty of Charles University in Prague (recognition of judgements, arbitration proceedings, intellectual property). |
| April 2010 | Attended a Czech-English terminology seminar organized by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic in Hluboka nad Vltavou (legal writing, civil, insolvency and execution proceedings, elections and the related terminology). |
| March 2010 | Attended a terminology seminar organised by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic (Italian terminology in EU law and the Italian legal system) |

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- April 2008 Attended a **Czech-English terminology seminar** organized by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic in Hluboka nad Vltavou (financial and accounting terminology, notarial acts and the related terminology).
- May – June 2007 Attended a specialized **legal English language course** for court-appointed interpreters and translators at the Law Faculty of Charles University in Prague (contracts, company law, insolvency, securities, EU and procedural law).
- May – June 2007 Attended a specialized **legal Italian language course** for court-appointed interpreters and translators at the Law Faculty of Charles University in Prague (Italian criminal procedure).
- April 2007 Attended a **Czech-English terminology seminar** organized by the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic in Cerny Dul (intellectual property, customs terminology, criminal proceedings and criminal law).
- November 2006 Attended a conference on „Translation and Interpreting in Intercultural Communication“ organized by the Union of Interpreters and Translators of the Czech Republic and the Channel Crossings agency in Prague.
- February 2007 Passed the International DELE **Spanish** exam (Nivel intermedio).
- April 2006 Attended a **Czech-English terminology seminar** organized by the Chamber of court-appointed Interpreters and Translators of the Czech Republic in Cerny Dul (copyright, legal assistance, a comparison of the interpretation of Community and national law).
- 2004 Registered as a court-appointed interpreter and translator at the Italian Embassy in Prague.
- 2004 Attended a specialized **legal Italian language course** for court-appointed interpreters and translators at the Law Faculty in Prague (concentrating on Italian private law).
- 2003 Became a member of the Union of Interpreters and Translators (Czech Republic)
- 2002 – 2003 Attended a specialized **legal English language course** for court-appointed interpreters and translators at the Law Faculty of Charles University in Prague (two-semester course).
- 2001 Became a member of the Chamber of Court-Appointed Interpreters and Translators of the Czech Republic.
- June 2000 Appointed a sworn translator by the Regional Court in Brno, Czech Republic.
- October 1994 Passed the TOEFL exam.
- 1993 - 1999 Attended the Masaryk University in Brno (majoring in English language and literature and Italian language and literature)

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- June 1993 Passed the General State Exam in German at the State Language School in Brno.
- 1992 – 1993 Attended an intensive English course at the Travel 2002 Language School in Brno; passed the CAE exam in June 1993).
- 1988 – 1992 Attended high school in Bystřice nad Pernštejnem, Czech Republic

PERSONAL SKILLS AND COMPETENCES

- Mother tongue: Czech
- Other languages: English, Italian (translations, interpreting)
Spanish (translations)
- Technical skills: Computer literate
- Other skills: Team work spirit, organisational skills, responsibility, reliability, accuracy, flexibility