

Klara MORTIER - ŠTANČLOVÁ

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nationality : Czech and French

CERTIFIED TRANSLATOR (French – Czech, Slovak)

STUDIES:

2004-2006 Accounting and Financial Studies Diploma (DECF)

2002: **Expert Translator at the Court of Justice of Amiens (French – Czech, Slovak)**

1995-1996: Franco-Czech Institute of Management, Prague, studies of business administration, diploma (DESS CAAE) awarded by the University Jean Moulin of Lyon

1996 - 2010: **Certified Translator into French at the Court of Justice of Brno (French – Czech)**

1989-1994: Masaryk University, Brno; MA in French (with the specialisation in translations) and history

1992-1993: University of Bourgogne, Dijon; BA in history

PROFESSIONAL EXPERIENCE:

Fields of speciality:

Technical: brochures, installation and repairing manuals, product and quality manuals

Legal: contracts, civil causes (divorces, weddings, inheritances, court decisions), patents

Web pages

Business: contracts, leaflets, marketing

Finance: banking documentation, insurance, accounting, auditing

European Union

For other fields, please contact me

Certified translations:

French – Czech in both directions

Slovak – French

Legal documents (birth, marriage, death and other certificates), academic diplomas, certain contracts)

Since April 2001 – Freelance translator/interpreter

References:

Different translation agencies in France

- Certified translations of administrative documents
- Technical translations (BAXI – boilers, SOGEMA ENGINEERING – bank of tests for hydraulic motors, SULKY BUREL – agricultural machines)
- Finance (VEOLIA ENVIRONMENT – savings plan of the company)
- Occasional work as interpreter (BAXI – boilers)

On the list of official translators of the Embassy and Consulate of the Czech Republic in Paris

- Certified translations of administrative documents – legal documents, diplomas, police records, trade register, different certificates, etc.

1997 – April 2002 POCLAIN HYDRAULICS INDUSTRIE, Verberie

World leader of the hydrostatic transmissions – three production factories (France, U.S.A., Czech Republic)

Director of the translations department – creation of the system of translations and validations of technical documents in 7 languages

- selection and management of the relations with subcontractors
- translation of technical documents (English, Czech), interpreting (visits, meetings, technical committees)

1997 – wedding – move to France

Before 1997 : Since 1994 freelance translator

Different translation agencies in the Czech Republic – certified translations of administrative, legal and other documents, consecutive interpreting (Chamber of Commerce, international trade fairs and other occasions)

1996 – 1997 UNITED HEALTH INDUSTRIES Ltd. – project of the network of private hospitals in the Czech Republic; official interpreter of the project, translation of all the documents of the project (around 400 pages).
Ex. General perspectives, Feasibility study, Distribution of the capital, Way of financing, Legal aspects ...

1995 – 1996 PVG BELGIUM – interpreter during trade fairs and exhibitions in the Czech Republic and Slovakia, translations of manuals of petrol convectors

1994 – 1997: POCLAIN HYDRAULICS s.r.o. BRNO (subsidiary of the French production group)

- official translations of the factory (French visitors, negotiations with the Czech institutions, technical translations)

- participation in the implementation of the ERP - bilingual assistant

1993 – 1994: Town Hall of Brno (2nd city of the Czech Republic – 400 000 inhabitants)

Department of international relations – responsible for relations with French-speaking and Russian-speaking countries

1992: participation in the winter Olympics in Albertville – translator, one-month stay

1990 – 1994:

- occasional interpreting and translating at International Trade Fairs in Brno

- individual courses of French (Société Générale de Brno)

- tourist guide for tourist agencies

LANGUAGES:

Czech: mother tongue

Slovak: fluent

French: fluent

English: good knowledge – 870 out of 990 in TOEIC

Russian: equivalent of a BA degree; language study stay in 1987 in Volgograd (Russia)

Source languages: French, Czech, Slovak, Russian

Target languages: Czech, Slovak, French

Interpreting: French – Czech, Slovak (both ways)

TECHNICAL INFRASTRUCTURE:

Computer equipment:

PC

Printer

CD recorder

Scanner

Softwares: Open Office – Word, Excel, Power Point

e-mail, Internet access