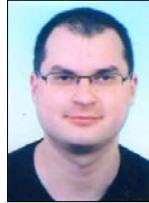


Europass

Michal KREJČÍ Curriculum Vitae



Personal information

First name / Surname **Michal KREJČÍ**
Address Zámecká 13, Ostrava, 702 00, Czech Republic
Mobile +420 608 150 293
E-mail michal.krejci@prvni.com
Nationality Czech
Date of birth 29. 12. 1981
Gender Male

Work experience

Dates January 2011 – Present
Occupation or position held **Freelance linguist – English to Czech translator, proofreader and copywriter**
Main activities and responsibilities

- Translation, proofreading, editing and copywriting using different CAT Tools, namely: SDL Trados Studio 2015, Trados 2007, Wordfast Pro 3.x, Idiom Workbench and others.

Name and address of employer Different clients worldwide (See a [list of significant projects completed in 2015 on page 3](#))
Type of business or sector Translation & Localization
Dates March 2012 – November 2012
Occupation or position held **English to Czech Translator and Proofreader (In-house Position)**
Main activities and responsibilities

- Translation, checking, editing, preparation of glossaries and related linguistic tasks.
- Topic: Console gaming – hardware materials, technical guides and games descriptions.

Name and address of employer Localsoft, S.L., Calle Severo Ochoa 16-20, Parque Tecnológico de Andalucía, Málaga, Spain
Type of business or sector Localization
Dates April 2011 – February 2012
Occupation or position held **Business Director / Copywriter**
Main activities and responsibilities

- Deployment and management of e-commerce and internal company systems.
- Creation and localization of company and product websites into Czech and English languages.

Name and address of employer ProfiExit s.r.o., Hviezdoslavova 1191/55a, Brno, 627 00, Czech Republic
Type of business or sector Retail Business / IT
Dates September 2005 – April 2011
Occupation or position held **Senior Technical Writer (2005 - 2010) / Localization team leader (2010 - 2011)**
Main activities and responsibilities

- Managing localization workflow (translation into 22 languages through external providers).
- Projecting and implementing solutions for documentation and help files production.
- Creation and localization of English documentation for software products into Czech language.
- Providing technical support for documentation / localization related tasks.

Name and address of employer AVG Technologies CZ, s.r.o., Holandská 4, Brno, 639 00, Czech Republic
Type of business or sector IT / Security Software
Dates February 2003 – March 2005
Occupation or position held **E-Commerce Manager / Branch Office Director**
Main activities and responsibilities

- Managing project managers, proofreaders, reviewers, temps and external suppliers.
- Project management - both small and large volume localization and DTP projects.
- Preparation of quotations, concluding agreements, acquiring new clients and suppliers.
- HR activities – recruitment of new staff (evaluation, training etc.).
- Translating and interpreting (English - Czech mostly).

Name and address of employer Aspena, s.r.o., Gorkého 15, Brno, 602 00, Czech Republic
Type of business or sector Translation / Localization / Interpreting

Dates	January 2003 – October 2006																																																		
Occupation or position held	Technical Documentation Writer / Copywriter																																																		
Main activities and responsibilities	Production of software documentation and website content in English language.																																																		
Name and address of employer	Corewebsoft Developers Group, Brno, Czech Republic																																																		
Type of business or sector	Internet / Web Applications																																																		
Dates	1999 – 2002																																																		
Occupation or position held	Freelance Journalist / Reviewer (Czech language)																																																		
Main activities and responsibilities	- Writing reviews and articles on different topics - telecommunications / Internet / CATV.																																																		
Name of employer	Vogel Publishing, s.r.o. and Softwarové Noviny, s.r.o.																																																		
Type of business or sector	Press																																																		
Education and training																																																			
Dates	2001 – 2003																																																		
Principal subjects covered	Electrical, Electronic, Communication and Control Technology																																																		
Name of educational organization	University of Technology Brno (VUT) - Faculty of Electrical Engineering and Communication, CZ																																																		
Dates	1997 – 2001																																																		
Name of educational organization	Gymnasium Palackého 50, Nový Jičín, 741 01, Czech Republic																																																		
Personal skills and competences																																																			
Mother tongue	Czech																																																		
Other languages	English, Spanish, German																																																		
Self-assessment																																																			
<i>European level (*)</i>																																																			
English																																																			
Spanish																																																			
German																																																			
	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> <td>C1</td> <td>Proficient user</td> </tr> <tr> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> <td>B1</td> <td>Independent user</td> </tr> <tr> <td>A2</td> <td>Basic user</td> <td>A2</td> <td>Basic user</td> <td>A2</td> <td>Basic user</td> <td>A2</td> <td>Basic user</td> <td>A2</td> <td>Basic user</td> </tr> </tbody> </table>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user
Understanding				Speaking				Writing																																											
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A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user																																										
	(*) Common European Framework of Reference for Languages - http://tinyurl.com/europass-lng-en																																																		
Average translation output (daily)	2,750 words (for English to Czech; as per 2015)																																																		
Technical skills and competences	<ul style="list-style-type: none"> - Conducting user training courses (IT topics – MS Office, web publishing, DTP/CAT tools ...). - IT Technical support of end users in English/Czech language (in person, over e-mail or phone). - Educated massage therapist (classic and Swedish massage), occasional Power yoga instructor. 																																																		
Computer skills and competences	<ul style="list-style-type: none"> - Professional level of IT knowledge (gained through IT hobbies and work experiences). - Advanced knowledge of Windows Desktop/Server OS – including hardening security, maintenance, remote administration, users support, scripting, automation etc. - Advanced experience with MS Office, Imaging/DTP, Web development, CAT and other tools. - Basic (semi-advanced in some areas) general Linux OS knowledge. - Advanced administration of hosting servers (mail, web, applications, backup) running Linux CentOS (security management, general maintenance), implementation of hosting server and services management software (Plesk, cPanel, Directadmin, WHMCS) and related tasks. - Advanced experience with implementation of different web applications (publishing platforms, multimedia systems, documentation tools, ad management, project management and more). 																																																		
Artistic skills and competences	<ul style="list-style-type: none"> - Copywriting, journalistic work (mostly IT related articles in English or Czech language). - Personal / PR blogging, writing entertaining stories (multi-language leisure time activity). 																																																		
Other skills and competences	Physiotherapy (semi-professional interest), sports (power yoga, fitness centre), lifelong IT enthusiast (Computers, Internet or related contraptions), foreign languages (always keen to learn a new one).																																																		
Driving license	Category B (cars)																																																		

List of significant projects completed in 2015

Field/Sub-Field	Task Type	Description	Volume
Photography/Marketing	Transcreation, proofreading	Czech slogans and descriptions for a well-established brand of photographic equipment	163 hours
Beauty and Cosmetics/Marketing	Copywriting, proofreading	Translation and copywriting of articles for a PR Magazine of a German drugstore retail chain	16,000+ words
IT/Email Marketing	Copywriting, proofreading	Copywriting of PR articles, blog entries, translation of UI texts (software items), proofreading of different marketing materials	Approx. 25,750 words
Gaming/Marketing	Transcreation, QA, translation	A-z website localization for a global online lottery retailer, incl. app strings and quality assurance, about one third of the content was marketing related	Over 100,000 words (5-month project)
IT/Software	Translation	Translation of help files for a 2D/3D modelling computer aided-aided software	Approx. 60,000 words
Legal/Different Sub-Fields (mostly technical)	Translation	Translation of legal documents (regulation drafts on different topics – agriculture, construction, chemistry etc.), guidelines and related documents (mostly technical law).	190,000+ words
IT/Security Software	Review/Translation	Proofreading/review of security software UI/UA materials (website content, software strings, legal documents, marketing brochures, user guides, etc.).	90,000 words
Gaming/Computer Games	Translation/Proofreading	Translation and proofreading of in-game content, website and video subtitles for an award-winning MMO-action online war related game	15,000 words
Gaming/Casino	Translation	Translation of UI content/marketing materials for a casino website	5,000 words
IT/Server Software	Translation	Translation of a website and user assistance materials related to a cloud platform and infrastructure for creating, deploying and managing applications and services through a global network of datacenters.	101,000 words