

KATARZYNA CHMIEL

PERSONAL INFORMATION

- Nationality: Polish
- Age: 33

OBJECTIVE

Freelance Translator and Proofreader - source languages: English, Russian, target language: Polish – mother tongue

WORK EXPERIENCE

- February 2007 – Full-time freelance translator and Proofreader + agency projects for the local market
- 2005 - 2007 – Remote Project Manager and Proofreader for an Amsterdam-based translation agency – projects from English into Eastern European Languages
- Since 2003 – sworn Russian<>Polish translator at the District Court in Piotrków Trybunalski, Poland
- Since 1999 – co-operation with Polish and European translation agencies, publishing houses, local companies, local authorities, organizations and individuals
 - ❖ Agreements, commercial correspondence, annual reports, accounting guidelines, balance sheets, government standards, press articles, monograph of a company, auditors' reports, leaflets, catalogues of products and other
 - ❖ Areas: business, economy, marketing, ISO, HR, e- business, social services, environmental protection, mining and power industries and other
- 1998-1999 – English teacher in an Elementary School in Belchatów

EDUCATION

- 2007 – Częstochowa Foreign Languages University – post-graduation studies - simultaneous interpreting - English
- 1994 - 1999 Wrocław University
Degree in the Russian Language and Literature + English
Bachelor-level course
 - Master's thesis on contemporary Russian literature

PUBLICATIONS

- Translation of four short stories by Tatyana Tolstaya (translation from Russian into Polish) in Polish literary magazines
- Translation of Philip Kotler's *Marketing Moves (Marketing nie stoi w miejscu)* Warsaw 2002
- Translation of Gerald Zaltman's *How Customers Think (Jak myślą klienci)* Poznań 2004

TOOLS

- Currently used: MS Office, Trados, SDLX, WinXP, fast Internet connection, any Trados supported formats
- Previous practice with Wordfast, DejaVu, StarTransit