

Marek OBDRŽÁLEK, BA

Personal data:

Place of residence: Nerudova 2, 789 01 Zábřeh, Czech Republic
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Education:

1993 - 1996	Obchodní škola in Šumperk (Business School, graduated with final examination), Šumperk, Czech Republic;
1996 - 1998	Soukromá Střední Podnikatelská Škola, s. r. o. in Kroměříž (Private Business School, a four-year study graduated according to particular curriculum in two years with regular School Leaving Examination), Kroměříž, Czech Republic;
2000	Tourist guide - a semestrial training course (accomplished with the final examination) - Profit Klub Olomouc, Czech Republic
2001	Special qualifying course for tourist guide for Prague region (accomplished with final examination) - Profit Klub Ostrava, Czech Republic
2001	State Examination in English , State Language School in Šumperk, Czech Republic
2002 - 2003	Silesian University in Opava, Art Faculty: English-Czech (dropped out)
2003 - 2006	Palatský University in Olomouc, Art Faculty: Andragogy and Personal management, Bachelor degree, accomplished in September 2006
2008 - now	Palatský University in Olomouc, Art Faculty: Andragogy (Master's degree)

Professional Practice:

2000 – 2003 Freelance translator

1 Translations

- Book translation: **“Why does My Parrot...?”** by Rosemary Low, published (in the Czech Republic) in January 2002;
- Book translation: **“The Lie Evolution”**, by Ken Ham;
- Book translation: **“MasterLife - leader guide”**: Avery Willis;
- Book translation: **“Sting of the Scorpion”** by Jonathan Gray;
- Book translation: **“The Exodus Case”** by Lennart Möller;
- Book translation: **“Noah’s Arch Uncovered”** by Henri Nissen (partial translation stopped by publisher)
- **Legal and commercial** documents - (main area of expertise), e.g. extracts from Land Registers, etc.
- **Economy** – economic studies for various institutions, papers, project documentation, grant documentation, etc.
- **Law** - contracts, agreement, labour-law related documentation, purchase and lease contracts, legal documents in especially business sphere;
- **Management and marketing** - human resources related documents, strategic studies, general management, EU grant documentation, marketing studies and surveys, marketing plans, presentations, etc.
- **Quality management** - quality manuals, certificates, procedures, other supporting documentation;
- **Technics** - press releases, magazine articles, companies’ prospectuses, catalogues brochures, IT, IT solutions, information and managerial systems translations, consultancy, tender documentation, quality standards in road transportation and in shoemaking industry (Bata), etc.
- **Curriculum vitae** of scientists, construction project documentation, economic reports, school reports, certificates, attestations, diplomas, etc.
- **Other translations** - business correspondence, business, travel and tourism documents, columnist, human resources, management, quality management, logistics, ...

since 2006 Managerial Practice

Owner and Managing Director of “Jazykové Centrum” language agency

- Merger of 2 language agencies and dealing with strategic management. “Jazykové centrum” is a medium-sized agency running (i) language school with over 20 teachers (we teach English, German, French, Spanish, Russian, Italian, Portuguese, Arabic and Czech to foreigners for companies as well as state institutions and for general public, providing also language audits) and (ii) translation bureau providing translation services in over 20 languages, including sworn translations.
- Translations - in my reserved time (as translating is my big hobby)

Software commonly used for translating:

- MS Office
- Trados 6 Freelance
- Alchemy Catalyst
- Transit Satellite PE 3.0
- SDLX - a short experience (a few contracts translated in this software environment)