

Name

Correspondence Address

Tel:

E-mail:

Graduate in English Literature currently studying postgraduate studies in Bilingual and German Business Translation. Translation and interpreting experience in both academic and commercial settings, and language teaching experience. Used to meeting multiple, concurrent deadlines, having to prioritize workload and work well under time pressure. My ongoing interest in languages has given me the incentive to develop a career in translating and interpreting.

EDUCATION:

09/04-06/05 MA in Bilingual Translation, University of Westminster, London.

Major Modules: English-Polish and Polish-English Institutional, Technical and Medical Translation, MA Project, Interpreting and Subtitling;

10/01-06/06 MA in German Language Studies, specializing in Business German Translation, University of Szczecin, Poland.

Major Modules: Linguistics, Applied Linguistics, German History and Literature, Theory of Literature, Translation, German Culture, German Language Teaching Methodology, Psychology, Philosophy and Latin.

10/00-06/04 BA in English Language Studies, specializing in English Literature, University of Szczecin, Poland.

Major Modules: Linguistics, Applied Linguistics, British and American History, British and American Literature, Theory of Literature, Translation, British and American Art, British and American Life and Institutions, English Language Teaching Methodology and Psychology.

Relevant skills acquired during tertiary education:

Accuracy in translation, ability to work under time pressure and meet deadlines, editing skills, interpreting skills, fluency in spoken and written English and German, fluency in switching from one language to another.

RELEVANT EMPLOYMENT HISTORY:

2002 – 2004 Translator for the Technical University of Szczecin

- Translated texts from the field of car engineering from Polish into English that were later published in the magazine of the Polish Chamber of Science.
- Gained the ability to work accurately under great time-pressure, often having to send in translation within a very short period of time.

1998 – 2004 Teacher of English

- Taught English to children, teenagers and adults of all levels. The classes took place at my home.
- Obtained TEFL equivalent Certificate. To meet the standards set by the educational authorities in Poland, I completed two-year training at schools, which ended with a state practical exam. Requirements included writing detailed term syllabuses, lesson plans and reports of the lessons (available upon request). Moreover, my lessons were often officially supervised and assessed.
- Learnt to devise detailed lesson plans and syllabuses, to monitor the progress of my pupils and my own work, and to self-assess the classes that I prepared.

07 – 08/03 Trainee at the Bureau for International Cooperation, the City Hall, Szczecin

- Responsible for translating official letters and various articles for the Chambers of the City Hall from German and English into Polish.
- Worked as part of a team that organized International Economic Fair in Szczecin. Responsible for sending in written invitations and confirming the invitations via phone, contacting the participants of the Fair in person and supplying them with relevant information, essential to prepare appropriately for the event.
- Worked as an interpreter of German and English at the International Economic Fair in Szczecin.

OTHER WORK EXPERIENCE:

10 – 12/04 Retail Employee, *Massimo Dutti*, Regent Street, London

- Advised customers, sought to understand their needs and made suggestions to meet them.
- Maintained the shop floor neatly and organized stock

06 – 09/04 Retail Employee, *Love the Cook*, Cape May, NJ, USA

- Worked as part of a team to create atmosphere of friendliness, willingness to help with any enquires, tried to find solutions to all kinds of needs and requests.
- Operated cash register
- Maintained the shop floor neatly and organized stock

GENERAL:

Languages: Fluent in Polish, English and German

Interests: Regular participant of a variety of sports including cycling, aerobics, swimming, skiing, handball and basketball. Previously a member of a swimming team at the University of Szczecin. Traveling is one of my passions and therefore I obtained State Qualification for International Travel Guides. I enjoy experiencing and exploring the huge variety of scenery and cultures through travel.

References available upon request.