|  |  |
| --- | --- |
| C:\Users\Iza\Desktop\2.jpg | PERSONAL INFORMATION |
| Izabela Slotwinska |
| 238 Triq Ix-Xghajra, Serendipity, Apt. No. 4, Haz-Zabbar, 2600 ZBR, Malta |
| +356 77124516 |
| izabela.slotwinska@gmail.com |
| Sex female | Date of birth 26.12.1971 | Nationality Polish |

|  |  |
| --- | --- |
| JOB APPLIED FOR  PREFERRED JOB | **Translator/Reviser/Post-Editor** |

|  |  |
| --- | --- |
| WORK EXPERIENCE |  |

|  |  |
| --- | --- |
| 27.02.03-present  02.10.17-present | Freelance translator/reviser/post-editor, German-Polish and Polish-German  Self employed, part time   * Projects for translation agencies and private customers (since Feb. 2003 - present) * Sworn translator and interpret at the district court Gorzów Wlkp., Poland – ended 31.07.2011 * 16.10.2013- 30.09.2018 sworn translator at the district court Berlin   Besedo, Phone Support and iMail department  Besedo, Malta   * Phone Support and iMail department for Classifieds * Support provided in German and English   Business or sector Classifieds |
| 04.07.16-15.08.17  01.12.11-03.07.16 | PayPal Customer Support, Limitations  PayPal, Berlin, Germany   * Limitations department * Support provided in Polish, German and English   Business or sector Finances  PayPal Customer Support, SSP1 (until March 2012), SSP2 (until February 2013) and Project New Member (until July 2016)  arvato services, Berlin, Germany   * Support for New Members * Support provided in Polish, German and English   Business or sector Finances |
| 05.08.11-30.11.11 | PayPal Customer Support, SSP1  Profi Personal Leasing GmbH, Berlin, Germany   * Support for settings and payments * Support provided in Polish, German and English   Business or sector Finances |
| 01.06.99-30.06.07 | Quality manager  Magnum s. j., Gorzów Wlkp. (Poland)   * Quality management of the OCR of German patents, translations of German patents * Translator and interpret (German and Polish) – German partners and customers   Business or sector Printing and OCR |
| 01.06.00-30.09.01 | Reviser  Inco GmbH, Gorzów Wlkp. (Poland)   * Reviser of the OCR of the German patents – part time   Business or sector Printing and OCR |
| 02.01.98-31.05.99 | Reviser  Spin s. c., Gorzów Wlkp. (Poland)   * Quality management of the OCR of the German patents, translations of German patents * Translator and interpret (German and Polish) – German partners and customers   Business or sector Printing and OCR |
| 15.09.97-06.01.98 | Personal Assistant  Deutsch-Polnisches Rechtsberatungsbüro, Gorzów Wlkp. (Poland)   * Office manager * Translator and interpret (German and Polish) – German partners and customers   Business or sector Law, Solicitors |

|  |  |
| --- | --- |
| EDUCATION AND TRAINING |  |

|  |  |  |
| --- | --- | --- |
| 2013 | State exam for translators in Germany |  |
| State’s Examination Authority for Translators - Staatliches Prüfungsamt für Übersetzer Berlin bei der Senatsverwaltung für Bildung, Jugend und Wissenschaft – Germany | |
| * Specialist field - Technology | |
| 1997-2002 | Masters in German studies |  |
| University Szczecin, Poland | |
| * Masters degree and linguistic dissertation - „Funktionsverbgefüge in wissenschaftlichen deutschen Texten, dargestellt an Beispielen deutscher Patentschriften“ | |
| 1995-1997 | English language school – no degree |  |
| Language club pro linguis, Hamburg, Germany | |
| 1993-1994 | German exam – Kleines Deutsches Sprachdiplom |  |
| Goethe Institute, Hamburg - Germany | |
| 1993-1994 | German exam – Mittelstufe II |  |
| Goethe Institute, Hamburg - Germany | |
| 1992-1993 | Secretary exam |  |
| Secretary school, Gorzów Wlkp., Poland | |
| 1990-1992 | Nutritionist |  |
| Medicinal college in Gorzów Wlkp., Poland | |
| 1986-1990 | A-Levels |  |
| I Secondary school in Gorzów Wlkp., Poland | |

|  |  |
| --- | --- |
| PERSONAL SKILLS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue(s) | Polish | | | | |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| German | C2 | C2 | C2 | C2 | C2 |
| State Exam for Translators in Germany, Masters degree (German studies) in Poland. | | | | | |
| English | C2 | C2 | C2 | C2 | C2 |

|  |  |
| --- | --- |
| Computer skills | MS Office, OCR (Recognita, Fine Reader), Photoshop, Across |
| Private Interrests  Memberships | Everything SciFi and Fantasy – gaming, books, movies.  Cycling and bike sports, culinary arts, forensic medicine and medicine in general.  BDÜ-Member (2015-2018) |

|  |
| --- |
| PUBLICATIONS (*Translations from German to Polish)* |

### *Das 30-Tage-Trainings-Programm* - 30-dniowy program treningowy komunikacji i retoryki / Vera F. Birkenbihl; Białystok: Studio Astropsychologii, 2004.

### *Authentisch und erfolgreich: Body-Mind-Coaching für Frauen* - Autentyczna i zwycięska : trening ciała i umysłu dla kobiet / Kay Hoffman, Gabriele Müller; Białystok: Studio Astropsychologii, 2005.

*Kelten* - Celtowie / Sylvia i F. Paul Botheroyd; Bialystok: Studio Astropsychologii, 2005.

### *Was im Leben wirklich zählt: mit Kindern Werte entdecken* - Co naprawdę w życiu się liczy : odkrywanie wartości z dziećmi / Susanne Stöcklin-Meier; Białystok: Studio Astropsychologii, 2006.

*Kaballa* - Kabała / Gerhard *Wehr; Białystok: Studio Astropsychologii, 2005.*

*Räuchern* **mit** *heimischen Kräutern* - Kadzidła ze swojskich ziół / Marlis Bader; Białystok: Studio Astropsychologii, 2005.

*Numerologie, Kabbalah, Tarot und Symbolik* - Numerologia, kabała, tarot, symbolika / D. Harald Alke; Bialystok; Studio Astropsychologii, 2004.

*Mut zu klaren Worten – Wie Frauen sich in Konfliktgesprächen behaupten* - Odwaga jasnego stawiania spraw : jak kobiety radzą sobie w sytuacjach konfliktowych / Nele Haasen; Białystok: Studio Astropsychologii, 2005.

*Polen – Vier Jahreszeiten* - Polska - cztery pory roku / Agnieszka i Włodek Bilinscy; Białystok: "Kreator", 2005.

*Spielregeln im Job durchschauen: Frauen knacken den Männer-Code* - Reguły gry w pracy : jak kobiety i mężczyźni mogą je zrozumieć i wykorzystać dla siebie / Isabel Nitzsche; Białystok: Studio Astropsychologii, 2005.

*Stufen der Pranajama* - Stopnie pranajamy : tajemnica oddychania i koncentracji w spełnionym życiu / D. Harald Alke; Białystok: Studio Astropsychologii, 2004.

*Kunst und Magie mit edlen Kristallen* - Sztuka i magia z użyciem kamieni szlachetnych / D. Harald Alke; Białystok: Studio Astropsychologii, 2004.

Date: 6th of December 2018