

Dipl. Eng. Jitka Tvrdá

Date of birth: 20.11.1965

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Curriculum Vitae

Education

1984 -1988 University of Economics in Bratislava, Faculty of Trade, specialization Domestic Trade, state exam in June 1988, Dipl. Eng in Economy

Job experience:

At present (from 1.1.2011 up to now) a **freelance translator (ENG-CZ, RU-CZ)** – technical and commercial translations – technical and user manuals, brochures, websites, contracts etc. Usage of **SDL Trados Studio 2019**.

My customers are translation agencies and companies from CZ and abroad (mainly Poland, Slovakia, China, Holland, Belgium, Latvia, Romania, United Kingdom, USA and others)

From 1.9.2008 – 30.11.2008 Export Department specialist in **BMT s.r.o. Medical Technology Brno** (steam sterilizers and incubators) – customers from Slovakia, Germany, Poland, Ukraine, Lithuania and Latvia.

From 11.12.2006 - 30.8.2008 Translator of technical documentation in **Let Aircraft Industries, a.s. Kunovice**. Translation of bulletins, manuals, revision reports for L-410 aircrafts mainly into English and Russian language.

From 21.11.2005 - 12.5.2006 Customer Service specialist in **AVX Uherské Hradiště** (customers from English and German speaking countries – Flextronics and Solectron Sweden, Germany, Finland, Turkey) – manufacturers of mobile phones components – capacitors, connectors)

From 15.4. 2003 - 31.8.2005 **Vetropack Moravia Glass a.s. Kyjov** Assistant in Consulting department - building and reconstruction of glass factories in Russia and Ukraine – translation from English, German and Russian into Czech, economic agenda, secretary job, invoicing of projects.

Gen. Ředitelství ŽPSV Uherský Ostroh - Marketing Department
10/2002 - 04/2003

Maring Staré Město u Uh. Hradiště - Commercial Department
(measuring instruments Yokogawa Japan) 05/00 – 07/02

SOU a OU Bzenec – teacher - languages – English, German, 09/98–06/99

Maternity leave - (daughter Eva born on 20.9.1994) 1994 – 08/98

Miko Strážnice -Translator (boilers and desulfurization) 1993-1994

Conta-99 Kyjov –Assistant (Czech-Taiwan company) 1992 - 1993

Šohaj Strážnice s.p.- Purchase Department 1988 – 1991

Language skills

English – state exam - JŠ Hodonín

German – state exam - JŠ Hodonín

Russian – school-leaving exam, fluent written and spoken

Technical translations, translation of commercial contracts and agreements. English translation course in 2004, Brno

SDL Trados Studio 2009 and 2014 course in Prague and Brno

PC skills: MS Word, MS Excel, SAP, Power Point, Adobe Reader, Internet,
SDL Trados Studio 2019, MemoQ 2015

Driving
licence: B



Moravské Bránice, 21.9.2022

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