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| PERSONAL INFORMATION | Malgorzata McHugh |
|  |
|   |  119 Greenwich South Street, SE10 8NX London, United Kingdom  |
|  0044 2086915400  0044 7763477635  |
|  Malgosia.mchugh@gmail.com  |
|    |
| Replace with type of IM service   |
| Sex Female | Date of birth 27/07/1967 | Nationality Polish/British  |

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| WORK EXPERIENCE |   |

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| Jan 2002-to date | Self-employed freelance translator |
| Self-employed, registered at home address, as above |
| * I specialise in legal and business translations.
* I translate / proofread for individual clients, law firms, businesses and translation agencies both in the UK and in Poland. Apart from translation my work includes proofreading and terminology research and typing. I produce my work using word-processing software and communicate by e-mail.
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| Business or sector Legal sector  |

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| Apr. 2001-Dec.2001 | In-house translator  |
| in Lovells, ul. Nowogodzka 50, 00-695 Warsaw, Poland, www.hoganlovells.com |
| * I was a translator providing support for busy Property Law, Tax, Insurance and Banking Departments, translating all types of legal and business documents such as agreements, legal acts and documents, statutes, due diligence, business plans, court documents, decisions and judgements, notarial deeds, articles of association and other working materials.
* My duties also included proof-reading and editing documents as well as assisting lawyers in any language problems. I acted as an interpreter at meetings requiring the presence of a certified court translator.
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| Business or sector Legal sector |

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| August 1999- March 2001 | **In-house translator** |
| CMS Cameron McKenna, Emilii Plater 53, 00-113 Warsaw, Poland, www.cms-cmck.com  |
| * I translated all types of correspondence and legal documents in the field of company law, energy, accounting, property law, insurance and commercial law. Additionally, due to my previous work experience, I was dealing with any matters related to EC legislation and documents on EU policies in the field of public procurement, transport structural funds, energy and environment.
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| Business or sector Legal sector |

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| Sept. 1996- June 1999 | **Head of the Translation Co-ordination Unit** |
| **Office of the Committee for European Integration, A. Ujazdowskie 9, 00-918 Warsaw, Poland**, www.ukie.gov.pl |
| * I was in charge of setting up a unit responsible for the translation of the EC legislation into Polish. My tasks involved recruitment of revisers and translators; purchase of hardware and software; office work planning and co-ordination of translations/revisions; collecting working materials, developing databases, glossaries and manuals. My position also required communicating with senior civil servants on undergoing activities, providing updates on progress or any problems; maintaining contacts with national (government ministries and agencies) and foreign organisations (the European Commission in Brussels and translation centres in other CE countries).
 |
| Business or sector Administrative and legal sectors |

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| 1996-2001 | Self-employed freelance translator |
| Warsaw, registered at my home addresses in Warsaw at that time |
| * I provided translation services for individual clients and translation agencies, specialising in legal and business translations.
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| Business or sector Legal sector  |

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| EDUCATION AND TRAINING |   |

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| June 2005 | Certificate of Proficiency in English  | Replace with EQF (or other) level if relevant |
| Westminster University, London, United Kingdom  |
| * The most advanced qualification offered by Cambridge English Language Assessment developed to show achievement of an extremely high level of English
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| Aug. 1999 | Certified Court Translator | Replace with EQF (or other) level if relevant |
| Qualification awarded by the President of the District Court in Katowice, Poland |
| * This qualification gives the right to certify official translations for courts and other public institutions in Poland.
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| May 1998 – July 1998 | Trainee at the Translation Service of the European Commission | Replace with EQF (or other) level if relevant |
| The Translation Service of the European Commission, Brussels, Belgium.  |
| * Attached to the Terminology Department I was trained in translation and revision and preparation of the Polish version of a glossary of terms on the EU regional policy in Trados Translator’s Workbench
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| May 1998 – July 1998 | Trainee at the Translation Service of the European Commission | Replace with EQF (or other) level if relevant |
| The Translation Service of the European Commission, Brussels, Belgium.  |
| * Attached to the Terminology Department I was trained in translation and revision and preparation of the Polish version of a glossary of terms on the EU regional policy in Trados Translator’s Workbench
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| April 1997 | No qualification awarded, I was a student  | Replace with EQF (or other) level if relevant |
| Institute of Applied Language Studies, University of Edinburgh, United Kingdom  |
| * A course in English Language and Legal Concepts for Translators
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| Sept. 1995- July 1996 | Master’s Degree in European Studies  | Replace with EQF (or other) level if relevant |
| College of Europe, Warsaw, Poland  |
| * EU Policies and the EU law
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| 1990-1995 | Master’s Degree in English language and literature | Replace with EQF (or other) level if relevant |
| University of Silesia, Katowice, Poland  |
| * English language and English literature
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| 986-1992 | Master’s Degree in History | Replace with EQF (or other) level if relevant |
| University of Silesia, Katowice, Poland  |
| * Polish and world history
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Polish |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C1/2 | C1/2 | C1/2 | C1/2 | C1/2 |
|  | Certificate of Proficiency in English |
| French | B1/2 | B1/2 | B1/2 | B1/2 | B1/2 |
|  | DELF Certificate |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient userCommon European Framework of Reference for Languages |

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| Communication skills | * Good communication skills gained through my experience as the Head of the Translation Co-ordination Unit and work for multinational law firms as a translator/interpreter
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| Organisational / managerial skills | * As the Head of the Translation Co-ordination Unit I was responsible for a team of up to 10 people.
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| Job-related skills | * good command of translation/proofreading acquired over 20 years of experience as a translator/ interpreter
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| Computer skills | * good command of Microsoft Office™ tools
* good command of CAT Tools (memoQ)
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| Driving licence | * Driving licence category B
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| ADDITIONAL INFORMATION |   |

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| MembershipsReferences | * Member of the Chartered Institute of Linguists in London
* Member of the Polish Society of Sworn and Specialized Translators TEPIS
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