



## Curriculum vitae

### Personal Information

<b>FIRST NAME / SURNAME</b>	Oliwer M. Grzonka
<b>ADDRESS</b>	ul. Harfowa 33, 80-298 Gdańsk, Poland
<b>TEL</b>	(+48) 515-22-87-97
<b>EMAIL</b>	oliwerm@grzonque.pl
<b>NATIONALITY</b>	Polish
<b>GENDER</b>	Male

<b>DESIRED POSITION</b>	Polish <-> English Translator
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### Work Experience

<b>DATES</b>	May 2016 - Present
<b>POSITION</b>	Translator & Interpreter
<b>RESPONSIBILITIES</b>	Translation and transcreation of documents Interpretation during meetings with foreign clients
<b>EMPLOYER / ADDRESS</b>	Media Energia / <a href="mailto:kontakt@mediaenergia.pl">kontakt@mediaenergia.pl</a> , Al. Solidarności 115, 00-140, Warsaw, Poland
<b>TYPE OF BUSINESS</b>	Marketing agency
<b>DATES</b>	July 2016 - Present
<b>POSITION</b>	Freelance translator
<b>RESPONSIBILITIES</b>	Freelance translator doing projects on short notice
<b>EMPLOYER / ADDRESS</b>	Proximuss Polska / <a href="mailto:office@proximuss.pl">office@proximuss.pl</a> ul. Kopernika 30, 00-336 Warsaw, Poland
<b>TYPE OF BUSINESS</b>	Translation agency
<b>DATES</b>	May 2015 - Present
<b>POSITION</b>	Freelance translator
<b>RESPONSIBILITIES</b>	Self-employed; Working for various clients from <a href="https://www.freelancer.org">freelancer.org</a> , <a href="https://www.upwork.com">upwork.com</a> and local companies



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### Education and Training

International Baccalaureate, 2015-2017  
Major in Economics & History

#### **DATES**

June 2015

#### **QUALIFICATION AWARDED**

Certificate of Proficiency in English

#### **INSTITUTION**

Cambridge English

### Skills and Competences

#### **LANGUAGE SPOKEN**

Polish, English - Native proficiency

#### **OTHER LANGUAGE(S)**

German - Basics

#### **ORGANISATIONAL SKILLS AND COMPETENCES**

Punctuality - Having worked as an event organizer,  
embracing this skill was an absolute necessity.

Creativity - All my texts sound natural and unique,  
making me a precious asset for transcreation work.

Perseverance - I do not care if a task is "impossible" or  
"too much".

If I say I will handle it, consider it done.

#### **COMPUTER SKILLS AND COMPETENCES**

MS Office - Expert level

OS X and Windows - Expert level

OmegaT CAT tool - Experienced