

# Lucie Maruniakova

## Curriculum Vitae

### Personal Information

Marital status: Single

Date of Birth: 31 May 1968

Address:

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Praha 10 - Strašnice, Czech Republic

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### Employment History

#### LANGUAGE SERVICES ASSOCIATES

*English, Czech and Slovak Interpreter*

*Period: Sept 2012 - Present time*

Tasks/Achievements: **Over the Phone Interpreting**

Medical interpreting services across the entire healthcare sector including hospitals, clinics, rehabilitation facilities, doctors' offices and healthcare systems. Interpreting to various agencies of the United States and UK Government, and across the nation.

Specialties: Health-Care, Medical, Government, Immigration, Charities, Social Services

#### THE TRANSLATION SERVICE, DEPT. OF INTERNAL AFFAIRS, NEW ZEALAND

*Appointed Freelance Translator & Proofreader*

*Period: Feb 09 - Present time*

Tasks/Achievements: **Translating, Proofreading, Editing & Localization**

Translating for the government agencies, state authorities, companies and the public in New Zealand.

Specialties: Government, Legal, Business, Financial, Accounting, Immigration, Education, Academy

#### INTERPRETING WELLINGTON

*Interpreter*

*Period: July 07 - Present time*

Tasks/Achievements: **Onsite and Telephone Interpreting**

Specialties: Health-Care, Medical, Business, Corporate, Marketing, Police, Courts/Legal, General

#### THE ROSETTA FOUNDATION

*Translator & Proofreader*

*Period: June 12 - Present time*

Tasks/Achievements: **Translating, Proofreading, Editing & Localization**

Volunteer Ireland (part of the ACTIVE Project Migrant) and Special Olympics websites translation.

#### TRANSLATION FOR PROGRESS

*Translator, Proofreader and Editor*

*Period: April 12 - Present time*

Tasks/Achievements: **Translating, Proofreading, Editing & Localization**

Translation and proofreading for the U.S. composer and voice artist Kala Pierson. editing website BigAnimals.com. Translating childrens' cartoons for the Czech Animation Producer Jaroslav Nykl (Nykl Film);

SETTLEMENT SUPPORT, Porirua City Council

*Settlement Support Assistant & Event Co-ordinator*

*Period: March - June 09*

Tasks/Achievements: **Social Event Management** (event planning and implementation) for the new British migrants and their families; assistance with their settlement in New Zealand. **Administration Support** to the Settlement Support Co-ordinator.

INTERPRETING WELLINGTON

*Request Coordinator and Project Manager*

*Period: Nov 07 - May 08*

Tasks/Achievements: **Interpreting, Customer Service and Project Management:** processing enquiries, customer data management, co-ordination of interpreters - scheduling meetings for the clients, assigning interpreters for their interpreting jobs.

VICTORIA UNIVERSITY OF WELLINGTON, SCHOOL OF LAW

*Departmental Assistant*

*Period: Jan - April 07*

Tasks/Achievements: **Operational & Administrative Support** to the Dean, Faculty Management Team and the School of Law. **Academic and Teaching Assistance** - initial set-up and ongoing organization of the Departmental website.

UNIVERSITY OF OTAGO, POLITICAL STUDIES DEPARTMENT / DUNEDIN

*Departmental Secretary/Administrative Assistant*

*Period: July 03 - June 06*

Tasks/Achievements: **Customer Service, Academic and Teaching Co-ordination, Departmental and Students Support, Office Management, Editing and Proofreading** of the Departmental website.

UNIVERSITY OF OTAGO, SCHOOL OF BUSINESS, MARKETING DEPT. DUNEDIN

*Research Assistant supporting the development of Entrepreneurial Studies and the Work Group Climate Study of university-based research teams developing innovative ideas and advances in science and technology knowledge*

*Period: Sept 02 - June 03*

Tasks/Achievements: **Market Research** - conducting literature and internet searches; writing literature reviews and research reports; development of the sampling frame and the questionnaire; managing data collection ; conducting interviews; follow-up on information gained from the visits and interviews; analysing results and preparing overall reports.

SWEDISH TRADE COUNCIL, SWEDISH EMBASSY, COMMERCIAL SECTION, PRAGUE

*Market Consultant/Translator and Interpreter*

*Period: Aug 99 - Mar 02*

Tasks/Achievements: **Client Service/Translating, Localization and Interpreting** - assistance and consultancy for the foreign companies entering the Czech Market and for those already active here. Language consultancy and product/service localization of the foreign products to the Czech market. **Market Research/Business Economics & Corporate Research:** analysis before introducing new companies or their products to the market, forecasting, studies of business trends; evaluation of companies' strengths and weaknesses, measurement of market potentials, market share and sales

analysis, new product acceptance and potential, competitive product search, pricing studies, finding business opportunities/trade partners for companies - distribution channels studies; development of the market strategy plan. **Promotional Activities** - organizing seminars, trade fairs, exhibitions, conferences and special events. **Administrative and Financial Support** - assistance with establishing the company; administration of the statutory regulation; export/import information management to the Swedish and Czech companies.

#### FREELANCE FITNESS INSTRUCTOR

*Period: May 00 - Mar 02*

Academy for Fitness Instructors and Trainees, Prague

Tasks/Achievements: **Aerobic Instructor** and **Personal Training Management**

#### EASTERN POWER & ENERGY TRADING Ltd. / TEXAS UTILITIES / PRAGUE

*Office Manager and In-House Translator/Interpreter*

*Period: Sept 98 - Aug 99*

Tasks/Achievements: **Office Management, Translations, Statutory Recording, Interpreting, Marketing Activities** - word processing; translating, editing, proofreading and localization of brochures and catalogues, assistance with market research reports; financial administration; payroll and accounting.

#### MAKRO CZECH REPUBLIC / METRO - Chain of Hypermarkets / PRAGUE

*Junior Buyer, Proofreader & Administrator, Buying Dept.*

*Period: Aug 96 - Sept 98*

Tasks/Achievements: **Administration of Procurement Systems; Database Operation Management;** purchasing/placing orders; export documentation; certification and testing of new imported products; invoicing; stock/inventory control. **Market Research** - market share and sales analysis (producers and suppliers analysis, price and product studies); identification of the new business partners. **Sales and Marketing Activities** - organising promotional events; compiling information for the advertising bulletin (reviewing, translating, proofreading and updating advertisements on specials); merchandising. **Translation and localization** of the brochures, leaflets, products description and manuals.

#### THE IRISH TRADE BOARD, EMBASSY OF IRELAND, COMMERCIAL SECTION PRAGUE

*Marketing Assistant, Deputy Commercial Counsellor, Interpreter* *Period: July 93 - July 96*

Tasks/Achievements: **Executive Deputy** of the Commercial Counsellor; office managerial duties, banking, payroll system and accounting administration. **Market Research & Project Support, Translating, proofreading and Interpreting** - support of business activities of Irish companies in the Czech Republic, identifying business possibilities for Irish companies, development of marketing strategies, distribution channels studies; assistance with the business internationally; Export/Import/Customs management. **Marketing Activities** - organizing promotions, campaigns, exhibitions and trade fairs. **Interpreting and Translating.**

Translating for the government officials and companies' representatives from Ireland, the U.K. and the Czech Republic.

#### ALLAN & OVERY - Solicitors / PRAGUE

*Office Manager, Settlement Support Consultant & Translator* *Period: Sept 92 - June 93*

Tasks/Achievements: **Management/Translation of Legal/Statutory Issues** (translation of legal documentation, management of work and residence permits, settlement support for new migrants); office managerial duties; accounting and book keeping on a weekly basis.

CZECH LAND COMPANY - Real Estate Agency / PRAGUE

Office Manager, Translator and Interpreter

Period: July 91 - Aug 92

Tasks/Achievements: **Assistance with Establishing the Company, Interpreting and Translating,** administration of legal issues.

## Experience acquired

Interpreting, Translation, Proofreading, Editing, Subtitling, Transcription and Localization

Market Research, Analysis & PR

Customer Service and Project Management

Computer Literacy - Macintosh and PC Environment, Word processing, spreadsheet skills using Microsoft software

Promotional and Sales/ Retail Activities

International Trade, Export & Customs Administration

Financial Management / Accounts Payable, Payroll System, Invoicing

## Languages

English - full professional proficiency

Czech - native speaker

Slovak - professional working proficiency

Russian - limited working proficiency

## Education

2012 Medical Interpreter Qualification: Medical Interpreting Protocol & Vocabulary, Fundamentals of Medical Interpreting, Protocol for Interpreting, The Ethics of Interpreting, Intervening with the Proper Phraseology (Language Services Associates)

2008 - 2011 Diploma in Marketing/NZ Diploma in Business at the Open Polytechnic in New Zealand, Wellington (Specialization: Market Research, Buyer Behaviour and Communication Strategies, Business Communication, Non-verbal Communication, Marketing Planning and Control, Project Management)

2007 Qualified Interpreter (Interpreting Wellington): Medical and Healthcare, Courts, Police, Government

1987 - 1992 Masters Degree, University of Economics in Prague, Faculty of Commerce, Majors in General Economics, Marketing, Management, Business Economics, Goods as the Commodity of Merchandise

- 1983 - 1987            Secondary (High) School in Prague, Specialisation: Economics & Management, Languages and Natural Sciences
- 1974 - 1983            Primary School in Prague and in London, including tuition in Czech and English

## Vocational Training

### Courses attended in New Zealand

English Language - Academic Studies (English Language Matters Ltd., Dunedin)  
Communication Skills, Getting the Basics Right (University of Otago)  
Communicating Non-Defensively (University of Otago)  
Customer Care & Time Management (University of Otago)  
I am not a Mediator, but... (University of Otago)  
Working with Overseas Students (University of Otago)  
Myers Briggs - "Introduction to Type" (Jung's Theory of Psychological Types; University of Otago)  
Computing Training Programme (Microsoft Office courses, on both Macintosh and PC platforms)  
First Aid (Comprehensive First Aid - New Zealand Red Cross)

### Courses attended in Prague

Business English (SPUSA)  
Marketing (Business-to-Business Research, Secondary Info for Marketing)  
Consultancy (Consulting Process Steps - Swedish Trade Council)  
Presentation Skills (Swedish Trade Council, Mercuri International)  
Time Management (Business Institution Pyramida)  
Microsoft Office Courses (Macintosh and PC environment, programme Lotus Notes)  
Accounts (Accounting, Health and Social Insurance, Labour Code)  
Fitness Instructor, I. Level (Academy for Fitness Instructors and Trainees)

## Hobbies/Interests

Languages, Non-verbal Communication, Cross-cultural Communication, Psychology, Direct Marketing, On-line Marketing, Social Networking, Swimming, Fitness, Skiing, Cycling, Drawing, Animals, Gardening.