

PERSONAL INFORMATION

Aleksandra Maria Leśniewska

 Szamotulska 26, 62-090 Kobylniki (Poland)

 +48 665 122 091

 ola31alo@gmail.com

Sex Female | Date of birth 19/11/1990 | Nationality Polish

POSITION

Proofreader

WORK EXPERIENCE

02/10/2019–Present

Translator, Copyeditor and Proofreader

Aleksandra Leśniewska Word Services, Kobylniki (Poland)

Sole entrepreneur

On-going:

- Fact-checker at Simple History Ltd (fact-checking of video scripts about historical figures and events)

Completed projects:

- Annotator at Voicery (writing spoken forms of dates, numbers, acronyms, etc.) for 2 months
- Translation of Latin to English (University of Warsaw degree certificate)
- Translation of Polish to English (an excerpt from a medical research paper, a mathematical paper in LaTeX, 2 shortened transcripts of marriage certificates)
- Translation of English to Polish (data management plans - guidelines for grants as well as examples)
- Fix of Polish translation (a short advertising text)
- Copyediting and Proofreading (short children story, medical research paper, Greek and Roman thesis, short video script)
- Writing (essays about Oedipus and Aristoteles as well as literary heroes)

01/02/2017–31/03/2017

Copy editor

Adam Mickiewicz University, Poznań (Poland)

editing and proofreading of texts for a post-conference volume

- ♦ proofreading (correcting typographical errors, checking punctuation and orthography as well as convention of footnotes and abbreviations)
- ♦ editing (breaking too long sentences down into smaller ones as well as stylistic, grammatical and inflected corrections with a particular focus on abstracts, keywords and indexes of people mentioned in the article)

01/09/2016–Present

Proofreader

Alo sp. z o.o., Poznań (Poland)

- 1) writing documentation and instructions (how-to guides)
- 2) proofreading of official documentation templates
- 3) copyediting and proofreading official correspondence with government institutions
- 4) copyediting and proofreading infographics and bulletins
- 5) translation from English to Polish and from Polish to English

01/06/2016–30/06/2018

Junior Programmer (Clipper)

Alo-2 sp. z o.o., Kobylniki (Poland)

Projects:

- ♦ Development of software to create already filled paper forms and electronic forms

- developed interface and procedures for filling in financial annual reports
 - developed software for creating XML files of filled-in financial annual reports (PIT) as well as monthly reports (JPK - Polish equivalent of SAF-T, VAT returns)
 - ◆ Development of software to migrate customers' data from clients' systems to the tax consultancy office's system
 - ◆ Development of software to migrate data from the tax consultancy office's system to an external application "istat" used for sending INTRASTAT declarations
- Once a month:
- ◆ migrating customers' data to the company's database
 - ◆ entering currency rates from the National Bank of Poland website to the company's database
 - ◆ migrating data from Płatnik database to the company's database

27/07/2015–28/09/2015

Intern

ITTI sp. z o.o., Poznań (Poland)

- ◆ I searched for, created and presented Geographic Information System data using QGIS.
- ◆ I created Graphical User Interface mockups in Evolus Pencil.
- ◆ I created a UML class diagram in Enterprise Architect.
- ◆ I translated documentation from Polish to English.
- ◆ I served as a proofreader of English as well as Polish texts.
- ◆ I researched and gathered information.

01/07/2009–31/08/2009

Translator

BBF sp. z o.o., Poznań (Poland)

I worked collaboratively with all departments in translating technical documentation of projects approved by the General Directorate for National Roads and Motorways from Polish to English.

EDUCATION AND TRAINING

01/10/2016–17/07/2019

MA World Literature

EQF level 7

Adam Mickiewicz University
Fredry 10, 61-701 Poznań (Poland)
<https://wfpik.amu.edu.pl/>

Dissertation: Forms and aims of transgression in British fantasy novels

I was a member of a student association of translators.

28/09/2009–18/07/2012

BA Combined Honours

EQF level 6

University of Liverpool
Brownlow Hill, Liverpool, L69 7ZX (United Kingdom)
<https://www.liverpool.ac.uk/>

Computer Science and Economics

01/09/2006–29/05/2009

International Baccalaureate Diploma in English

International Baccalaureate school no 1002 (I Prywatne Liceum Ogólnokształcące)
Dąbrowskiego 262/280, 60-406 Poznań (Poland)

- 1) Polish A1 Higher Level
- 2) English B Higher Level
- 3) History of Europe Higher Level
- 4) Mathematics Higher Level
- 5) Physics Lower Level
- 6) Latin B Lower Level
- 7) Extended Essay: Economics

01/09/2003–30/06/2006

Świadectwo ukończenia gimnazjum

Anglojęzyczne Gimnazjum Prywatne
Dąbrowskiego 262/28, 60-406 Poznań (Poland)

Optional classes: Latin language, Economics
Club: History

PERSONAL SKILLS

Mother tongue(s) Polish

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C2 | C2 | C2 | C2 | C2 |
| Ancient Greek | A1 | A2 | A1 | A1 | A2 |
| Latin | C1 | B2 | B1 | A2 | B1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication | Content creation | Safety | Problem-solving |
| Proficient user | Independent user | Basic user | Independent user | Independent user |

Digital skills - Self-assessment grid

- good command of office suite (word processor, spreadsheet, presentation software)