TRANSLATOR CV

KLAUDIA SITEK

**klaudiasitek@hotmail.com • +48 880 971 156**

LANGUAGES

 **Mother tongue: Polish**

 English – Polish translator

 Polish proofreader/editor

 Polish voice over

SPECIALIZATIONS

 **Medicine and pharmaceutics**

 (journal articles, clinical trial documentation, patient information leaflets etc.)

 **Marketing**

 (advertising texts, websites, brochures, promotional material)

 **Chemistry, biology, physics, general science**

 (scientific articles, research proposals etc.)

 **IT/computing**

 (hradware and software user assistance material – manuals and user guides)

 **Arts**

 (film, graphic art and design, literature, fine art)

 **Legal**

(trial documentation, investigator’s brochures, clinical study protocols, clinical study reports, subject information and informed consent forms, case record forms (CRF), contracts etc.)

 **Editing**

 (stylistic and grammatical improvement of all types of text)

 **Proofreading**

 (thorough cross-checking of the translation against the original)

SKILLS

* Extensive experience with quality control procedures in a translation agency environment
* Good knowledge of scientific, medical and pharmaceutical terminology
* Advanced IT skills
* Excellent writing skills

EXPERIENCE

 **2012 Language Translation Agency-LTA, Kosove**

 *Freelance English – Polish translator Polish proofreader/editor*

 **2011 – present Ad3Doors Translation Services, Croatia**

 *Freelance English – Polish translator Polish proofreader/editor*

* Experienced translator in a wide range of fields.
* As a translator, my primary focus is on the quality and accuracy of my work. I pride myself on providing carefully crafted, stylish writing that does not read like a translation. I give all my translations a thorough review before returning them and carefully research all terminology in specialist dictionaries and online.

**2011 – 2012 Erudite Solutions, India**

*Freelance English – Polish translator Polish proofreader/editor*

**2011 Transtar Translations Co. Ltd., Beijin, China**

*Freelance English – Polish translator Polish proofreader/editor*

**2011 Traductions Linguea, Paris, France**

*Freelance English – Polish translator Polish proofreader/editor*

**2009 – 2011 TSD Translation Services , USA**

*Senior International Project Manager*

As a project manager in a major translation company specializing in Central and East European languages, I gained an inside knowledge of the translation business and profound awareness of the factors involved in providing top-quality translations.

* Responsible for major projects from start to finish, including negotiation with clients and linguists, quality control procedures, project financial and invoiving.
* Worked with a range of translation tools, including formatting and layout checks, proofreading translations against the original, pre-print proofing etc.
* Responsible for writing a company website and many promotional items, and for drafting winning bids for a number of major European Union calls for tender.

EDUCATION

2009 IOL DIP. IN TRANSLATION, LONDON, UNITED KINGDOM

 2000 – 2004 RZESZOW UNIVERSITY, RZESZOW, POLAND

 BA (Hons) Philosophy

IT RESOURCES

 Mac OS, Windows XP

 MS Office 2008 Professional

 (Word, Excel, PowerPoint, Entourage, Accsess)

 Trados 2009 PRO

 Wordfast 4.2.1

 Adobe Photoshop, Illustrator, Premiere, FinalCutPro

REFERENCES

 Professional references available on request