



MGR. LENKA GROBARČÍKOVÁ

Native Slovak speaker fluent in English offering professional translation, editing and proofreading services

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Rabčice 102, Rabčice 02945, Slovak Republic



Date of birth: 15. 10. 1992



SKILLS

Editing

Proofreading

Translating

Transcription

Subtitling

Microsoft Office

CAT tool: Cafetrans Espresso

LANGUAGES

Slovak

Proficiency (C2)

English

Advanced (C1)

German

Upper intermediate (B2)

Czech

Upper intermediate (B2)

ADDITIONAL INFORMATION

good communication, attention to detail, team work, planning and research skills

WORK EXPERIENCE

FREELANCE TRANSLATOR

SELF-EMPLOYED / RABČICE, SLOVAK REPUBLIC / JULY 2022 - CURRENTLY

TRANSLATOR AND PROOFREADER, LANGUAGE EDITOR, ADMINISTRATIVE WORKER, E-SHOP ADMINISTRATOR

PONTIFICAL MISSION SOCIETIES IN SLOVAKIA / BRATISLAVA, SLOVAK REPUBLIC / DECEMBER 2020 - FEBRUARY 2022

translation of books, brochures, reports from abroad, from developing countries and interpretation at meetings of national directors in Europe, proofreading for social networks, e-shop administration, e-mail and telephone communication with donors, processing of bank transfers

VOLUNTEER TRANSLATOR, PROOFREADER

CHILDREN OF ST. ELISABETH / KOŠICE, SLOVAK REPUBLIC / JUNE 2020 - FEBRUARY 2022

translating and proofreading books, brochures, articles for social networks

MISSIONARY/VOLUNTEER

SLOVAK CATHOLIC CHARITY / ADJUMANI, UGANDA / FEBRUARY 2020 - APRIL 2020

volunteer for the Slovak Catholic Charity Center in Uganda for HIV/AIDS positive children and orphans, administrative work connected to remote adoption, help to the refugees from South Sudan, tutoring English, writing and translation of documents, articles for the media about my experience, organizing a financial collection

BACK OFFICE CUSTOMER SERVICE REPRESENTATIVE FOR UPC SWITZERLAND

UPC BROADBAND SLOVAKIA, S.R.O. / KOŠICE, SLOVAK REPUBLIC / DECEMBER 2018 - DECEMBER 2019

administrative worker in the Swiss company UPC in Slovakia, termination of client contracts, phone verification of personal data of legal entities in Switzerland in the German language and data archiving

LANGUAGE TUTOR, LANGUAGE COURSES SELLER, TRANSLATOR AND INTERPRETER, ADMINISTRATIVE WORKER, PROOFREADER

JUST TALK ENGLISH / KOŠICE, SLOVAK REPUBLIC / JANUARY 2012 - JANUARY 2018

translation and interpretation services for a native speaker from the United States who established a language school in Slovakia, teaching English, selling language courses, registration of new students, training new team members (7+), language editing (website, language courses advertising, e-mails, contracts), organizing schedules and meetings



EDUCATION

ENGLISH AND GERMAN STUDIES (ERASMUS+)

Karl-Franzens Universität / Graz, Austria / 2017 - 2017

TRANSLATION AND INTERPRETING (ENGLISH, GERMAN)

University of Prešov / Prešov, Slovak Republic / 2013 - 2018

Master degree – the language and culture of English and German speaking countries

GYMES - ST. EDITH STEIN

Košice, Slovak Republic / 2004 - 2012