



## Tomáš Mravec, PhD.

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Adress: Antona Petrovského 6, 01001 Žilina  
Date of birth: 31.10.1982

### Education

University of Zilina  
Faculty of Security Engineering (Doctoral Degree Study)  
2006 - 2009, Transport Services / Transport in Crisis Situations

University of Zilina  
Faculty of Security Engineering (Master's Degree Study)  
2001 - 2006, Crisis Management

Darmstadt University of Applied Sciences (Student exchange program)  
2005 - 2006, Business Administration

High school of transport, Žilina  
1997 - 2001, Transport service

### Employment history

Technical translator  
*11/2019 - Present, Self-employed*  
Translation of technical documents from German to Slovak (specialization Mechanical engineering and electrical engineering).  
Proofreading of complete translations.  
Graphic design and text editing.

Production manager  
*12/2018 - 06/2019, IWG Slovakia*  
Implementation of orders in a production plan and supervision of the course of orders.  
Prepared cost calculation.  
Managed and planned pre-production and final production.  
Communicated with customers and suppliers.

## Production planner

*10/2015 - 12/2018, Scheidt & Bachmann*

Established and developed a production planning department.

Responsible for cooperation with the parent company in Germany.

Creation of production plans and procedures.

Implementation of logistics processes.

Translations of technical documentation from German to Slovak for internal needs of the plant in Žilina.

## Project manager

*05/2010 - 09/2015, Tetras Translation*

Project management in the field of translation of technical documentation.

Allocating jobs for translators and proofreaders, evaluation of their performance and quality.

Provided solutions for technical issues with translation software.

Communication with customers and freelancers.

## Office Clerk (Internship)

*04/2008 - 10/2008, Technisches Hilfswerk Bonn*

Cooperation on technical and humanitarian projects for countries affected by natural disasters, civil wars and other crises.

Participation in search and selection of people for different missions.

Material and budget planning of projects.

Documentation management for new and ongoing projects.

## Skills

### Languages

Slovak - native

German – C1 level

English - B1 level

### Software

SDL Trados Studio 2019

Across Translator Edition

ABBYY FineReader 15 Standard

Microsoft Office 2019