**CURRICULUM VITAE**

 **Professional Translator from {English to polish} , {Spanish to polish}**

* **PERSONAL DETAILS:**

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| * NAME:
 | Vita Witold |
| * GENDER:
 | Female |
| * ADDRESS:
 | ul. Zachodnia 8, 55-090 Długołęka, Poland |
| * EXPERIENCE:
 | Many years in translation |
| * E-MAIL:
 | vitawitold@gmail.com |

* **EDUCATION BACKGROUND:**

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| * Diploma in Bilingual Translation at University of Westminster, London, UK
 |
|  Bachelor in Translation awarded by the Chartered Institute of Linguists in London (Business & Law)  |
| * 10 years translation and interpretation experience
 |
| * Master in Translation at Fellow Academy in New York from United States
 |
|  Master’s degree in Economics. Wroclaw University of Economics (Faculty of National Economy, major: Management and Marketing, specialty: Business Economics and Management). Graduation date: June 2001 |

* **TRANSLATION ACHIEVEMENTS { PROJECTS}:**

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| * Translation and editing articles from English to Polish, Polish to English.
 |
| * Assisted in proofreading translated materials.
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| * Ability to meet deadline in a time efficient manner.
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| * Manage reports and document every procedure.
 |
| * Trained newly hired translators and interpreters in performing high quality work by following best practices.
 |
| * Translated book about 960.000 words for Tourism in Polish.
 |
| * Completed over 40 projects in the past year from Polish to English.
 |
| * Prepared sales reports from English to Polish.
 |
| * Translated legal documents from Polish to English.
 |
| * Analyzed sales activities, marketing campaigns and metrics from English to Polish with charts, graphs.
 |
| * Translated sales pages and sites from Polish to English.
 |
| * Worked on several unique new projects about business from English to Polish.
 |
| * Translated records of supplies, purchases and manual about designs from English to Polish.
 |
| * Ability to meet deadlines with clients.
 |
| * Translated leaflet about healthy eating habits for children from Polish to English.
 |
| * Translated financial models from Polish to English and English to Polish to offer the best results financial for transactions.
 |
| * Translate complicated texts such as law and official documents from English to Polish and Polish to English.
 |
| * Full time freelancer .
 |
| * Translation and proofreading for many fields such as Marketing , Law and Business.
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| * Participated in legal data analyses and made appropriate and effective suggestions as

to the optimum solution. |
| * Able to translate with high quality.
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* **LANGUAGES:**

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| * I am Bilingual translator: English and Polish
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| * First mother tongue: English
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| * Second mother tongue: Polish
 |
| * Expert and Native language: English and Polish
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* **LANGUAGE PAIRS:**

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| * English to Polish
 |
| * Polish to English
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* **AREAS OF EXPERTISE:**

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| * Accounting, Media advertisements, Certificates & CVs, Legal, Media, Internet, Marketing, Media, Business, Law, Telecommunications, Travel and Tourism, Education, Management, Advertising & Public Relations, Finance, Economics, General, Politics, Journalism, Advertisings, Linguistics
 |

* **SOFTWARE:**

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| * Microsoft Word – Microsoft Excel – PowerPoint – Adobe Acrobat – Photoshop
 |
| * CAT TOOlS: Wordfast, Across, SDL Trados 2009,2011,2014
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* **SERVICES:**

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| * Translation
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| * Proofreading
 |
| * Editing
 |

* **REFERENCES, RATES, SAMPLES & OTHER DETAILS:**

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| * Available under request
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* **Profile:**