**CURRICULUM VITAE**

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**OCCUPATIONAL GOAL**

I wish to pursue my career as a professional translator providing services to the utmost of my abilities.

**EDUCATION**

2010 - in prog **Warsaw University (Warsaw, Poland)**

* Faculty: Institute of Culture Studies and Anthropocentric Linguistics
* Course: Specialist translations (extramural)
* Specialization: English language
* Degree: MA

2006 - 2010 **University of Newcastle upon Tyne (Newcastle upon Tyne, Great Britain)**

* Faculty: School of English Language, Literature and Linguistics,

 School of Modern Languages

* Course: Linguistics with Japanese
* Specialization: Language acquisition
* Degree: BA Hons (Bachelor of Arts with Honours)
* Dissertation: “The Role of Books and Media in Creating Various Images of Yakuza Gangsters”

2008 - 2009 **Kyushu University (Fukuoka, Japan)**

* JTW Program – Japan in Today`s World
* Japanese language course

2005 - 2006 **South Cheshire College (Crewe, Great Britain)**

* ATHE course – Access to Higher Education
* Subjects: Literature, History, IT, Preparation for study

2004 - 2005 **South Cheshire College (Crewe, Great Britain)**

* English language course

1997 - 2001 **I.J. Paderewski`s High School no. 10 (Katowice, Poland)**

* Class with extended English language

1989 - 1997 **J. Sobieski`s Primary School no. 2 (Katowice, Poland)**

**WORK EXPERIENCE**

07.2011 – in prog **SDL Language Weaver (Great Britain)**

 ***Freelance translator***

* Translating various texts in language pairs: English – Polish and Polish - English

11.2010 – 06.2011 **Casa Italia LLC (Warsaw, Poland)**

 ***Marketing and Sales Assistant***

* Translated texts for the English language version of the webpage; documents and offers for foreign customers
* E-marketing
* Prepared graphics and texts for various advertising campaigns
* Positioned the webpage in Google search engine
* Prepared catering offers
* Maintained contact with customers and cooperated companies
* Implemented changes and updated the webpage in CMS environment

10.2006 - 07.2008 **Domino`s Pizza (Gosforth, Great Britain)**

09.2009 - 08.2010 ***Driver***

* + Customer service
	+ Financial responsibility
	+ Worked under time pressure

01.2005 - 09.2006 **Linpac Materials Handling (Winsford, Great Britain)**

***Translator: English to Polish, Polish to English***

* Translated Health and Safety documents
* Translated machines` manuals
* Trained new employees with language difficulties.

03.2003 - 10.2005 **„ ADCOMP” Company – Providing internet services, sale of computer hardware and software, sale of office equipment (Katowice, Poland)**

***Owner of the IT company***

* Run the company
* Took care of the company`s financial situation
* Customer service
* Responsible for finding new customers

12.2003 - 08.2004 **Security company - Group 4: Falck BSA (Katowice, Poland)**

 ***Member of the sorting crew***

* Sorted banknotes and coins for various institutions
* Responsible for detecting counterfeit banknotes and coins
* Financial responsibility

**SKILLS**

* Driving licence cat. B (clean, no penalty points)
* Working with Windows XP, Windows Vista and Windows 7 operating systems
* Working with graphic programmes such as CorelDRAW Graphics Suite X4, Gimp
* Working with CMS environment
* Working with Ms Office 2007/2010 package:
* Ms Word
* Ms Excel
* Ms Power Point
* Ms Publisher
* Managerial and organizational:
* Member of the PES committee: Polish – English Society at Newcastle upon Tyne University
* Took key decisions
* Organized events (e.g. a day of Polish movies in the cinema)
* Recruited new members of the society
* The owner of the „ADCOMP” IT company
* The ability to give presentations before larger groups:
* Presentations for students and professors at Kyushu University in Japan
* Presentations for students and professors at University of Newcastle upon Tyne in Great Britain
* Google AdWords Certificate obtained upon completion of the AdWords Seminar Leader training programme – basic level, organized by the Performance Media company
* A course in finding counterfeit banknotes and coins
* Interpersonal skills gained while running my own company
* The ability to work in a group

**LANGUAGES**

Languages:

* **Polish** – mother tongue
* **English** – fluent
	+ FCE – First Certificate in English
	+ CAE – Certificate in Advanced English
* **Japanese** – conversational

**HOBBY**

Computers (new technologies), sport (football, volleyball, martial arts – Muay Thai), mountain climbing, movies, foreign languages, cars.

**REFERENCES**

References available upon request.

*I hereby agree to have my personal data processed strictly for the purposes of job recruitment pursuant to the Act on Protection of Personal Data of 29 August 1997 (Journal of Laws [Dz. U] No. 133, item 833).*