**Index**

[The websites that I've translated 2](#_Toc313607128)

[References: 2](#_Toc313607129)

[Additional proofreading 2](#_Toc313607130)

[RESUME 3](#_Toc313607131)

[COMMERCIAL B2B SERVICES 4](#_Toc313607132)

[Working areas and examples of projects 5](#_Toc313607133)

# The websites that I've translated

Into Spanish:  
[DBI Plastics](http://www.dbiplastics.com/Default.aspx?ID=650)  
[Legal advisors](http://www.wisniewski-klapsa.pl/es/)  
[Exclusive hotel Villa Toscana](http://www.villatoscana.pl/index.php?strona,podserwis,pol,glowna,0,0,his,hiszpanski,ant.html)  
[Sanitary, industrial and technological installations](http://instalacje-hts.pl/pl/index.php?option=com_frontpage&Itemid=1&lang=esp)

[www.aknova.pl](http://www.aknova.pl/)

<http://www.virtualnetia.es/>

[www.villatoscana.pl](http://www.villatoscana.pl)

Into Polish:  
[Diet suplements](http://naturhouse.com/)  
[Search engine](http://www.ixquick.com/pol/protect_privacy.html)  
[MS Office help](http://office.microsoft.com/pl-pl/help/HA010346211045.aspx)  
[MS Office help 2](http://office.microsoft.com/pl-pl/outlook/HA010873021045.aspx)

[www.privagest.ch](http://www.privagest.ch)

[www.sener-power-process.com](http://www.sener-power-process.com/)

[www.blackthinking.com](http://www.blackthinking.com/)

[www.ixquick.com](http://www.ixquick.com)

# References:

"The translations that we assigned to him were completed in a reliable, professional and punctual manner, including when the work was realized under the pressure of a deadline.” BT Business Service, 2002, Poznan, Poland  
  
"We can honestly recommend Remigiusz Drewniak to you" Skrivanek, 2004, Warsaw, Poland  
  
"YOUR RATING (1-10)   
Language skills - style, grammar, spelling, use of current terminology..: I cannot tell myself since I do not speak Polish but our Polish customers have been fully satisfied.  
Quality of work undertaken..............................................: 10  
Computer and IT literacy................................................: 10  
Presentation of work....................................................: 10   
Ability to work under pressure..........................................: 10  
Ability to meet an agreed deadline......................................: 10  
Initiative..............................................................: 10  
Reliability.............................................................: 10  
Integrity...............................................................: 10  
Professional approach, attitude and helpfulness.........................: 10" LinguaVox, 2006, Spain

“Good translator!” Spanish doc LCC, 2008, US

“Quickly, professionally, flexible” ALFABEST, 2008, Zabrze, Poland

# Additional proofreading

* My wife and has MA in Polish Linguistics.
* She has seven (7) years of professional industry experience proofreading standard and technical texts into the Polish language.
* A Work ethic that emphasizes and ensures complete transparency for your message with no errors.
* Any doubts regarding specific translation terminology will be reviewed with professionals from the specialized sector with whom this translator has a long-term working relationship.
* Works with the translation tracking software Trados 6.5.

# RESUME

**Personal details:** **Remigiusz Drewniak**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nationality**  **Date and place of birth:** | | Polish  28. XI. 1978, Bogdaniec. Poland | |
| **Address of residence:** | | ul. Hodowlana 4  61-680 Poznań  Poland | |
| **Telephone:** | | +48 501 175 273, +48 828 16 85 | |
| **E-mail** | | sieciech@o2.pl, remdrew@gazeta.pl | |
| **Website** | | http://eng.proz.com/profile/86557 | |
| **Educational Background:** | | | |
| **10, 2002 – 10,2003** | | “Postgraduate Course in Europe and the UE” **University of Adam Mickiewicz, Poznań** | |
| **University level** | | M.A. (Polish Bachelors Degree, with Honors) | |
| **Education profile** | | Romanic Languages, Spanish Concentration **University of Wrocław** | |
| **Date of qualification** | | 03 july 2002 | |
| **Marks or grade awarded** | | 5.0 (100% on a scale from 1-5) | |
| **August 2001** | | Advanced course in Spanish Language and Culture, **Universidad Complutense** in Madrid. **Attended under a grant by the Spanish Government.** | |
| **2002** | | Translation Workshop, **Association of Economic, Legal and Specialist Translators**, Warsaw. | |
| **Languages:** | | | |
| **Mother tongue** | | Polish | |
| **Foreign Languages** | | Spanish (excellent comprehension level, spoken level, written level and read level), English (very good passive knowledge), Catalan (good passive knowledge), Portugese Catalan (good passive knowledge) | |
| Professional experience: | | | |
| **2008** | | **Award-Winning Services**  The quality of my translations is the basis for my professional standing. I have competed and won several important contests for professional translators, including via the Proz.com website where I competed and won in translation from Spanish to Polish, in the area of sports. Details: http://tinyurl.com/concursoRD | |
| **2006-2008** | | **Business Development**  70 new clients in Europe, including:  *translation agencies*  *private enterprises*  *legal courts, police precincts, prosecutor’s offices.* | |
| **2005** | | Various Freelance Translations, including:, **Lingua Vox** (Spain), **Gran Vida** (Cracow, Poland), **Regional Court in Gorzów Wlkp** (Gorzów, Poland), **Assertio** (Barcelona), **Agro-Bor** (Gorzów-Poland), **Londoner** (Warsaw, Poland), **Gołebiewski** (Warsaw, Poland), **Albor-Trad** (Madrid, Spain), **International Translations Ltd.** (London, UK), **Linguadata** (London, UK), **Mentor** (Łódź, Poland) **Verba-Text** (Warsaw, Poland), **Wordbank** (London, UK), **Biuro Tłumaczeń Informatycznych** (Warsaw, UK) individuals and others.  Management of small business – **KONTYNENT translation agency**. | |
| **2004** | | various freelance translations, **Ahizke – CIM**  (http://www.cim-idiomas.com), **JB INTERNOP**, **Correctweb.net traductores y correctores** (www.correctweb.net), **CM Comunicación Multilingüe** (www.cmultilingue.com), and for individuals, **Infomarex** (www.infomarex.com), **Millenium** Centrum Tłumaczeń, **PADConsulting** (France), **ACEuropa** (Spain), **MAart** (Warsaw, Poland), **Alphatrad** (France), **Europejskie Centrum Tłumaczeń** (Warsaw, Poland), **Loquax** (Lublin, Poland), and interpretations for **Gonvarri Poland** (Automotive, Spanish Corporation), **COPCA Cataluña** (Catalan Commerce Chamber), **Lido-Lang** (Cracow, Poland). | |
| **2003** | | various freelance translations, **Skrivanek** translation Agency, **Mikulski** Consulting, **Jordí Caballería** Traducció, **Awangarda** Translation Agency, | |
| **4, 2003 – 5, 2004** | | Working as the translator consultant in **CompoSYS** publishing and marketing house, please look **www.eurorest.net,** Spanish version to read my translations. Business travels and negotiations, which concluded with around 80 contracts with new partners for the company. | |
| **3, 2003–12 , 2003** | | Translations from English into Polish, **CDP Financial Auditors Cancillery** in Gorzów Wlkp. (Poland) | |
| **11, 2001 – 1, 2002** | | Translation from Spanish into Polish for **Academy of Physical Education** in Wrocław (Poland). The target text was a base for scientific publication. | |
| **8, 2002 – 10, 2002** | | Practice period, **“Business Service” Translation Agency** | |
| **Charge** | | Office clerk, translator – assistant | |
| **11, 2002 – in course** | | Office clerk and translator, **“Business Service” Translation Agency**, now as a freelancer | |
| **Responsibility** | | Attention to clients, proofreading, managing of small projects | |
|  | |  | |
| **Computer skills:** | | | |
| **Unit** | | **Category** | |
| Systems / platforms | | Windows 9x/Me, Windows NT/2000 | |
| Graphic applications, DTP and CAD | | Photoshop | |
| Text edition | | MS Word, Star Office Writer | |
| Graphic presentation | | Corel Presentations | |
| CAT | | **Trados 5.5** and compatible files | |
| **Qualities:** | | | |
|  | | well-organised, punctual, creative, open-minded | |

# COMMERCIAL B2B SERVICES

I CAN ALSO OFFER A SERVICE, IN WHICH THE COMPANIES HAVE A LOT OF INTEREST:

For companies that may want to export to Poland: market research, contacting clients, sending promotional materials, maintaining periodic contact, receiving offer inquiries.

Supervision of the market: looking for new public procurements and private inquiries.

This service is paid hourly, EUR 20,00 per hour.

# Working areas and examples of projects

|  |  |
| --- | --- |
| **AREA OF SPECIALIZATION** | **SAMPLE PROJECTS** |
| **Software** | 1. interface for software for truck drivers (cargo), Polish into Spanish, 3000 words 2. interface for VAG 2 diagnostic tool (used in VW group), English into Polish, 8000 words 3. interfaces for machines, machine tools, radios, TV, DVD and other equipment, English and Spanish into Polish, 10000 words |
| **IT - manuals, on-line help** | 1. Manual for IBM websphere portal, English into Polish, 300000 words 2. Manual for VAG 2 diagnostic tool (used in VW group), English into Polish, 50000 words 3. MS Office help: http://tinyurl.com/MShelp1 MS Office help 2: http://tinyurl.com/MShelp2 |
| **ERP/CRM** | 1. translation of some features of SAP system, Spanish into Polish, 50000 words 2. Part of HR system, English into Polish, 10000 words |
| **Automation & control** | 1. Waukesha engine controller Manual (English into Polish, 150.000 words) 2. Automatic moulding and cutting press controllers (used in production of VW car parts by Gonvarri group), Spanish into Polish, 50000 words |
| **Trains and railways** | Translation of public procurement offers for trains from Spanish and English into Polish, 100.000 words |
| **Machinery (manuals, technical specifications)** | just in 2008: 1. Jaw Crusher Manual (English into Polish, 20.000 words) 2. FNX Hydraulic Injection Molding Machine Instruction Manual (English into Polish, 10000 words) 3. AUTOMATIC PLATEN PRESS TECHNICAL DOCUMENTATION (English into Polish, 50000 words |
| **Electronics (electronic devices, home appliances)** | 1. PRZEKAŹNIK Z NAWROTEM FAIRCHILD, English into Polish, 2200 words 2. Shock relay, English into Polish, 4000 words 3. Instructions for fridges, 15000 words |
| **Automotive (technical documentation, marketing materials)** | 1. translation of car parts related texts (spare parts kits), (English into Polish, 1.500 words) 2. translation of help and messages for VAG diagnostic tool (used in VW group, English into Polish, 40.000 words) 3. proofreading of text about car parts (English into Polish, 40.000 words), 4. translations of web pages related to automotive industry (English and Spanish into Polish, 15.000 words) |
| **Heavy industry** | 1. Jaw Crusher Manual English into Polish, 20.000 words. 2. Documents and instructions for mining, Spanish into Polish, 25000 words. 3. Construction and civil engineering, Spanish into Polish, 250000 words |
| **Banking** | 1. Annual report of big banking group, Spanish into Polish, 110000 words 2. Workflow documents and rules for bank officers, Spanish into Polish, 55000 words 3. Course for compliance officers in Citibank, English into Polish, 10000 words |
| **Legal** | 1. Contracts and documents related to Real Estate, Spanish into Polish, 200000 words 2. Contracts and documents related to Corporations and Stock Companies, Spanish into Polish, 500000 words 3. Annual report of big banking group, Spanish into Polish, 110000 words 4. Laws related to environmental protection, Polish into Spanish, 10000 words |
| **Medical** | [Spanish into Polish] Translation of information and questionaries for a hospital in Spain [15000 words, 2006-2008] |
| **Medical Devices** | · [English into Polish] Correction/verification and translation of a manual for GE Healthcare Bright Speed X-Rays [70000 words, V-VI 2007] |
| **Pharmaceuticals** | 1. [Spanish into Polish] Translation of applications to EMEA for registration of medicine [4000 words, 2006]  2. [Spanish into Polish] Translation of products information and website in the field of dietetics - Naturhouse [30000 words, VII 2006]· |
| **Advertising / Marketing / PR** | 1. Website of the action of Żywiec beer brand "Send a message in space" (Max Weber marketing agency), Polish into Spanish, 5500 words 2. Website of a superior quality hotel Villa Toscana, Polish into Spanish, http://tinyurl.com/VillaToscana 2500 words. I was also responsible for translation of this site into German, Italian and Russian |
| **EU related** | 1. EU notifications, Spanish into Polish, 30000 words 2. EU grant application, Polish into Spanish, 10000 words 3. European Arrest Warrants, Polish into Spanish, 15000 words |
| **Computer/Video Games** | www.888.com - part of gambling site, English into Polish, 15000 words |
| **Other – please specify** | Company processes, ISO certifications, HACCP |