

Jitka Burger

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Experience:

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| 8/2002-present | Freelance Translator, Editor, Interpreter and Project Coordinator , Teaneck, NJ <ul style="list-style-type: none">• Film Translations – Subtitling and dubbing for hundreds of films and TV shows in various genres• Project Management (Lionbridge Technologies)• Financial and Accounting Translations (Ernst & Young, RR Donnelley, Bowne Translations)• Legal, In-Court Interpreting (Legal Language Services)• Entertainment, Video Games, Board Games (Merit Industries, LocalSoft)• Telephone Interpreting (NetworkOmni) |
| 6/2000-7/2002 | Berlitz GlobalNet , New York, NY: <i>Coordinator for Outsourced Languages</i> <ul style="list-style-type: none">• Coordinated multilingual translation projects into as many as 30 languages for corporate clients• Oversaw work of hundreds of translators, managed supplier database and selection• Translating, editing, and proofreading of a large variety of subjects and formats |
| 9/1998-5/2000 | Z-Ply Corporation , New York, NY: <i>Administrative Assistant</i> <ul style="list-style-type: none">• Handled business correspondence for the CEO, answered telephones• Responsible for office management, including supplies, repairs, etc. |
| 9/1995-6/1998 | Alka Language Specialists , Prague, Czech Republic: <i>Assistant to the Director</i> <ul style="list-style-type: none">• German-Czech and English-Czech translations for businesses and publications• Instructor of German and English Language Courses for executives• Clients included leading corporations in the banking, insurance, health care and automotive industries, as well as many other individual clients |
| 9/1993-6/1995 | Private Tutor and Translator , Boston, MA and Prague <ul style="list-style-type: none">• Translation work of all types for businesses and publications• Tutor of both Czech and German for adult English-speaking students |
| Summer 1993 | Dynamis , Prague: <i>Executive Assistant to the Director</i> <ul style="list-style-type: none">• Translated correspondence and interpreted for the Director• Handled telephones and correspondence, liaised with parent corporation |
| 9/1991-6/1993 | Polyglot Language School/Publishers , Prague: <i>Translator, Language Instructor</i> <ul style="list-style-type: none">• German-Czech translation work of all types for businesses and publications• Instructor of German Language for adult students and executives |

Education:

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| 9/1987-6/1993 | Charles University Faculty of Philosophy , Prague: <i>Master's degree, 1993</i> <ul style="list-style-type: none">• Master's degree (6-year Magistrat Degree) completed with Majors in German Language and Literature, Czech Language and Literature• Successfully completed state examinations in English Language, Teaching Methods and Psychology |
| Summer 1993 | ELS English Language School , Emmanuel College, Boston <ul style="list-style-type: none">• Advanced course in English conversation, grammar and composition |
| 1-5/1990, 6-7/1992 | Humboldt University , Berlin, Germany <ul style="list-style-type: none">• Programs in German Language and Literature for top Czech students |

Skills:

Computer skills:	Proficient in use of Google Docs and Microsoft Office applications – Word, Excel, PowerPoint
Languages:	Czech (native), English (fluent), German (fluent), Russian (intermediate), Spanish (basic)