

# COLUMBUS

## *Professional Language Services*

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### *Curriculum Vitae*

## **Tomasz Brewko**

Near-native spoken and written English. Excellent knowledge of law, finance and business. Very good document editing skills. Proven co-ordination and organisation abilities. Four-year experience of work in a very dynamic American law firm and a global consulting firm followed by seven years of freelance work, including translation for a number of large international companies and law firms and interpreting during official visits of the President of the Republic of Poland. Postgraduate degree in business from the University of Bristol. Working knowledge of French and Russian. Certified translator since January 1999.

### **Experience and Accomplishments:**

1999 - present	Freelance Translator, 'Columbus' Professional Language Services
1997 - 1999	Translator (full time) KPMG Polska Audyt, Warsaw
1995 - 1997	Translator (full time) Hunton & Williams Poland, Warsaw
1995-1996	Translator (stand-by); Task Force for Regional Development in Poland operating under the auspices of the European Commission and the Polish Government.

Translation of numerous projects in the sphere of business, legal, financial, tax, banking and other economic documents. Co-ordination of translation work in office. Negotiation of deadlines with clients.

1992-1995	Teacher of English Taught English in classes with specially designed curriculum for talented students. Taught advanced and proficiency courses, business English courses for adults and teenagers.
1989-1992	Gallery Manager; Chalk Farm Gallery, London Lived and worked in London for nearly three years to perfect English and enjoy London's multicultural aura. Successfully managed a medium sized gallery in Camden Town.

### **Education:**

Master of Business Administration, University of Bristol, UK (1998)  
Master of English Philology, University of Silesia, Katowice (1995)  
Certified translator since January 1999

### **Special skills and knowledge:**

Excellent spoken and written English. TRADOS user. Very good knowledge of Microsoft Word 6.0 and Word 7.0., Microsoft Excel, Power Point, Word Perfect and other related editing software. Touch-typing -- approx. over 70 words per minute. Very good communication and human relation skills. Good organiser.