

ROBERT TRZASKA

Master's Degree in English

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16 years in ENGLISH <> POLISH TRANSLATION & INTERPRETING:

business, law, finance, sales, marketing, media, HR, PR, IT, telecommunications, medicine, transport, food industry, environmental protection, construction and other areas

SKILLS

- **Fluency** in Polish and English.
- Good writing skills, expert terminology development, **touch-typing**.
- Experience in **audiovisual translation plus voice-over services** (e.g. Brian Tracy's *Goals* on 8 CDs translated and read by me).
- Experience in using:
 - Microsoft Office; LibreOffice;
 - **Computer Aided Translation** (CAT) tools like SDLX, Trados, TagEditor, SDL Trados Studio 2011, WinAlign, WordFast – for translation and alignment purposes;
 - **OCR software** – preparation of 'CAT friendly' documents, i.e. without inconsistent and time consuming formatting.
- **Transcription** of English and Polish **audio** and **video materials**.
- Experience in utilization of modern information sources like the Internet, news/discussion groups, and digital databases.
- Basic computer graphics skills.
- Excellent public speaking and communication skills.

PROFESSIONAL EXPERIENCE

2012 – present **Freelance translation** Prestwich, United Kingdom,
interpreting, translating, educational and consultation services.

1996 – 2012 **Interpreter, Translator** - BERTRO agency, Opole, Poland.
Translation, interpreting and educational services (teaching English as a second language, mainly in form of courses for young

learners). Service provided directly to individual clients and companies.

Experience in a wide range of subjects. Specialization in the language of business.

EDUCATION

- ▶ English Department (**MA, English Studies**, with the final grade: *EXCELLENT*, Opole University, Poland.
- ▶ English Department (**BA, English Studies**, with the final grade: *VERY GOOD*), Opole University, Poland.
- ▶ **Cambridge Certificate in Advanced English**
- ▶ Countless, prestigious **Brian Tracy's business seminars**.
- ▶ **Business English** course at the **American Academy of English**. One year long, intensive; Finished with the title of Executive Administrator (Diploma # 4/99). Some of the completed courses:
 - ▲ International English Business Skills
 - ▲ Business Grammar and Vocabulary
 - ▲ Business Communications I & II
 - ▲ The Language of Finance, Marketing and Human Resources
 - ▲ Business Correspondence
 - ▲ Conversational Interactions
- ▶ Several years of education in **International House**, Opole, a prestigious school of English at advanced and proficiency levels, each year finished as the top student.
- ▶ **Higher Pedagogical School – the English Institute** - a year of studies, Opole (1987-1988).

INTERESTS

- ▶ Years of passionate self-education and dedication to the study of English and Polish.
- ▶ Life-long passion – self-development with the proverbial motto in heart:
“I shall never rest till my good is better and my better best”.

REFERENCES AVAILABLE UPON REQUEST