

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **HANDZLIK, Paweł**
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<http://www.proz.com/pro/25396>

<https://www.tm-town.com/translators/pawelhandzlik7708>

Nationality Polish
Date of birth 20 March 1976

WORK EXPERIENCE

- Dates (from – to) **07.1998 – now**
- Name and address of employer Freelance translator and interpreter
- Type of business or sector Translation and interpreting services
- Occupation or position held Translator & interpreter
- Main activities and responsibilities
 - providing translating and interpreting services (Polish ↔ English) to various translation agencies, direct clients and individuals
 - software/website localization services
 - providing customers with linguistic assistance on business trips
 - DTP of translated documents

- Dates (from – to) **05.2004 – 04.2012**
- Name and address of employer “Italia nel Mondo,” ul. Barlickiego 21, 43-300 Bielsko-Biała
- Type of business or sector Translation and interpreting services (translation agency)
- Occupation or position held Administration clerk, translator & interpreter, translation coordinator
- Main activities and responsibilities
 - liaising with customers: receiving orders and delivering translations, handling customer requests/complaints, issuing invoices, maintaining and developing good relations with customers
 - liaising with suppliers: assigning jobs to translators/interpreters, following up the translation process and assuring deadlines are met
 - pre- and post-translation document processing: scanning, OCR, converting various document formats, proofreading, DTP, etc.
 - translating and interpreting (Polish ↔ English)
 - installing, upgrading, maintaining and troubleshooting the company computer hardware and software

- Dates (from – to) **10.2002 – 05.2004**
- Name and address of employer “PHU Celt,” ul. Sikornik 3, 43-300 Bielsko-Biała
- Type of business or sector Advertising, promotion and entertainment services (art and advertising agency)
- Occupation or position held Administration clerk, designer, technical assistant
- Main activities and responsibilities
 - handling clerical duties
 - designing promotional and advertising materials (folders, leaflets, business cards, calendars, etc.)
 - co-organizing various cultural events (including two editions of “International Celtic Culture Days in Bielsko-Biała”)
 - designing and maintaining websites both for the company and its customers including their English localisation
 - installing, upgrading, maintaining and troubleshooting the company computer hardware and software

EDUCATION AND TRAINING

- Dates (from – to) 10.1998 – 06.2000
- Name and type of organization providing education and training Opole University, Opole, Poland
- Principal subjects/occupational skills covered
 - practical skills in oral and written English,
 - English literature/American literature
 - descriptive, historical and comparative grammar
 - translations
 - American cultural studies,
- Title of qualification awarded Master of Arts in English

- Dates (from – to) 10.1995 – 06.1998
- Name and type of organization providing education and training Opole University, Opole, Poland
- Principal subjects/occupational skills covered
 - practical skills in oral and written English,
 - English literature,
 - descriptive grammar,
 - methodology/methodics,
 - psychology and logic
 - British cultural studies
- Title of qualification awarded Bachelor of Arts in English

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

Polish

OTHER LANGUAGES

English

- Reading skills Excellent
- Writing skills Excellent
- Verbal skills Excellent

Italian

- Reading skills Basic
- Writing skills Basic
- Verbal skills Basic

Russian

- Reading skills Basic
- Writing skills Basic
- Verbal skills Basic

SOCIAL SKILLS AND COMPETENCES

- ability to adapt to and work in a multicultural and multinational environments, interacting with colleagues, supervisors, clients, suppliers on various levels
- strong communication skills

ORGANISATIONAL SKILLS AND COMPETENCES

- ability to learn and acquire new information/skills fast
- advanced time-management skills
- ability to set up, communicate and meet deadlines
- advanced research skills using various sources (dictionaries, encyclopaedias, specialist publications, Internet, etc.)
- teamwork coordination skills

TECHNICAL SKILLS
AND COMPETENCES

- advanced user of PC and peripherals
- advanced PC upgrading/maintenance skills
- advanced MS Office suite user
- web design skills
- computer graphics design skills
- familiar with leading OCR and DTP software solutions
- advanced user of office equipment

OTHER SKILLS
AND COMPETENCES

I translated a number of manuals, websites, help files and documentation covering a wide scope of technical issues and industries, focussing on automotive and industrial engineering, but including also food processing, power engineering and electronics, IT hardware and software, communications, quality systems, etc. which required considerable research into many aspects of these industries. I also participated, as an interpreter, in various events, such as ISO 9000/14000/TS16949 training courses and audits, official visits/business trips and many more. Since 2006, I have supported Fiat in Bielsko-Biala, as well as their Tychy site and some of their supplier plants in preparation for World Class Manufacturing audits, working as an official interpreter during the audits.

DRIVING LICENCE(S) B-category

ADDITIONAL INFORMATION References available on request

I hereby consent to processing of my personal details for the purposes of recruitment and selection process pursuant to the Personal Data Protection Act of 29.08.1997. (Dz.U. [O.J.] No. 133, item 883)

Wyrażam zgodę na przetwarzanie moich danych osobowych na potrzeby procesu rekrutacji i selekcji zgodnie z Ustawą z dnia 29.08.97 o ochronie danych osobowych. (Dz.U. Nr 133, poz.883)