

# Curriculum Vitae

## Personal Details:

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Nationality: Czech

## Education/Qualification:

- From 2007 until present – Ongoing series of workshops on Czech language for Interpreters and Translators
- 06/2006 – German administrative and diplomatic language workshop at the Chamber of Court Appointed Interpreters of the Czech Republic
- 02/2006 – Telematics workshop at the Ministry of Transport
- 11/2000 – 8/2003 study stay in Great Britain:
  - 9/2002 – 7/2003 Kingsley School of English – **Certificate in Proficiency English**
  - 1/2002 – 7/2002 Hampstead School of English – Certificate in Advanced English
  - 1/2001 – 12/2001 Kingsley School of English – First Certificate in English
  - 9/2001 – 6/2002 The Institute, Hampstead Garden Suburb – Russian Programme
- 01/2000 – 7/2000 study stay in Germany
- 1996–1999 Silesian University in Opava, Faculty of Philosophy and Science, Department of German Studies – **BA Degree in German Linguistics**, Diploma work themed: Die Tschechische Variante des Troppauer Dialekts
- 1995–1996 Language School – Basic language exam in German
- 1990–1995 Business Academy – graduation exams in Czech, German, Accountancy and Business Economy (specialised in banking)

## Work Experience:

- **From 9/2007 – Full time freelance translator from English and German into Czech** specialized in translation of fashion, textile, clothing, travel and tourism, cosmetics, techniques – user manuals, assembly instructions, consumer electronics, home appliances, office technologies, software, business, marketing, advertising, commercial texts etc.
- **2/2005 – 9/2007** – Silmos, s.r.o. – **translator specialist – full-time in-house translator** from English and German into Czech of European standards and expert articles of road construction industry (road materials, road equipment, telematics, ITS, business correspondence).
- **2 – 12/2005 – Translator and editor** of the magazine SILNICE MOSTY specialized in road construction industry, esp. in road materials, road equipment and telematics
- **11/2003 – 1/2005** – Moravské gymnásium, s.r.o. – **English teacher** at a prestige private grammar school.
- **3/2004 – 9/2007 – Part time freelance translator** from English and German into Czech or Slovak specialised in translations of techniques – user manuals, assembly instructions, telephony, consumer electronics, home appliances, office technologies, software, business, marketing, advertising, commercial texts, travel and tourism, psychology and pedagogy, cosmetics (reference: Bc. Alice Hegrová, freelance translator, [alice@a-translating.cz](mailto:alice@a-translating.cz)).

## Rates (negotiable):

**For translation:** 0,07–0,09 EUR/source word

**Minimum charge:** 20,00 EUR

I would be happy to perform a test translation for you up to about 200 words for free.

## Memberships:

Proz.com – Certified PRO member

## Languages:

Czech – native

Slovak – near native

English – expert

German – expert

## Software:

MS Office 365

Trados Studio 2021

## **Linguistic and translation work:**

Co-author of

- ČSN 73 6100-1 Terminology of roads – Part 1: General terminology
- ČSN 73 6100-3 Terminology of roads – Part 3: Road equipment

## **Examples of translated work:**

### **▪ Fashion, Clothing, Textile**

**Esprit** – from German, website translation and product descriptions, since 2008 around 30000 words every month

**sOliver** – from German, newsletters, product descriptions for website, since 2016 around 15 000 words every month

**H&M** – from English, printed catalogue, newsletters, social media content, internal magazine for employees, since 2016, around 5 000 words every month

**MARC O'POLO** – from German, website translation and product descriptions, newsletters, social media

**Bijou Brigitte** – from German, product description, internal circulars, since 2014

**PANDORA** – from English, product descriptions for website, internal workshops for employees

**MEWA** – from German, produkt descriptions, brochures, so far around 20 000 words

**Tom Tailor** – from English

**Tamaris** – from German

**Original Marines** – from English

**ECCO shoes** – from English

### **▪ Tourism**

flixbus.cz – website texts, from 2015, around 50 000 words so far

www.wintersport.at

www.radtouren.at

Offtexte für einen Imagefilm für die Sankt-Annenkirche

Tourismusportal Südtirol

HEROLD's Gästeführer

Museum Gmunden

hotel.de

vacando.com

Penta hotels

### **▪ Technical**

ENGEL GLOBAL – injection moulding - manuals, website

WINTERSTEIGER – various manuals

Daimler FleetBoard – several manuals

HAUSER cooling systems – several manuals, newsletters, website

Smurfit Kappa Group – IT Security Policy

Kitchen and home appliances (vacuum cleaners, ovens, grills, electrical grinders, juicers, coffee-makers, kettles, electrical fans, alarms etc.)

Audiovisual equipment (GPS, MP3, CD, DVD and DivX players and recorders, home cinemas, speaker systems, hi-fi towers, radios, car radios, televisions, etc.)

Furniture catalogues Moebelix  
Catalogues Hofer

European standards for road construction industry and road equipment

And many many more.

- **Voluntary translator for Translators without borders.**

Poličná, 30<sup>th</sup> September 2022