

Krzysztof Brzózka

Translator of Polish

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Date of Birth: July 4, 1965
Mother Tongue: Polish
Source language: English

EDUCATION: M.Sc. (biology and environmental sciences)

PROFESSIONAL EXPERIENCE Specialisation:
EU legislation, legal texts, environmental technology and environmental sciences, computer hardware and software, medicine and pharmacy

1990-present

**Letterman Translators & Interpreters
Kraków, Poland**

14 years with the company. Major assignments:

- One of the two translators of book Agenda 21 (Action Plan developed as the result of the Earth Summit in Rio)
- One of the main translators of *the EU Environmental Law* (9 volumes) and assistant to the Chief Translator. Translated 1000 standard pages. Responsible for terminology. Assignment commissioned by the Polish Ministry of Environment
- Translation of Rulings issued by the European Court of Justice (ca 800 pages) for the Polish Ministry of Justice
- One of the main translators of the documentation for Czajka Wastewater Treatment Plant (ca 500 standard pages). Assignment under a Phare project
- One of co-translators of the book OECD guidelines on emergency procedures
- One of the main translators of the report on the state of environment in Kraków
- Translation of a manual on Environmental Audits in Poland. Assignment commissioned by the Ministry of Environment
- Translation of EU case law (ca 500 pages) commissioned by The Office of the Committee For The European Integration (governmental agency co-ordinating Poland's accession to the EU)
- Translation of a number of studies and manuals on landfills, waste treatment plants, health and safety at work (total volume ca 2500

standard pages)

- Translation of tender documents for the fast tram project in Kraków (project financed and co-ordinated by the European Bank for Reconstruction and Development)
- Translation of legal and technical text under Municipal Heating Project financed and co-ordinated by the World Bank
- Translations for Flood Recovery Project financed and co-ordinated by the World Bank (tender documents, legal, technical)
- Translation of EU environmental legislation. Commissioned by The Office of the Committee For The European Integration
- Translation of EU legislation on mergers in the pharmaceutical sector. Commissioned by The Office of the Committee For The European Integration
- A number of legal texts, especially on environment, documentation for environmental project (for US Department of Energy, US Environmental Protection Agency, Flue Gas Desulphurization Project in Skawina CHP, Municipal Heating Company in Kraków)
- Translation of a range of papers on environment, medicine and user manuals
- Translation of European legislation (directives, decisions) commissioned by the Polish Office for European Integration (UKIE) (ca 300 pages)
- Translation of judgements (EU case law) of European Court of Justice (ca 200 pages) for the Polish Office for European Integration (UKIE)

1997-present

Polished Words

London (UK). Major assignments include:

- Translation for two years of tender documents for Tram Project in Katowice
- Translation of a number of contracts and legal texts
- Hardware and software documentation, user manuals, promotional and advertising materials on IT technologies (for Psion, Dell, Toshiba, Sharp)
- Polish version of the website of Cambridge Electronic Design (the website and regular updates of the site)
- Numerous tender documents
- Contracts, agreements, balance statements (a number of minor assignments)
- Technical documentation (Kozienice Power Plant – tender documents, specification, offer, contracts)
- Public opinion surveys for such companies as Danon, Kodak, Monroe, Lucas, Kellogg and Nokia)
- Training materials for Citibank
- Translation of agreements between the World Trade Organization and specific countries

1999-2000	<p>GES Translation Service (New York, USA)</p> <ul style="list-style-type: none"> ▪ Translation of legal texts (power of attorney documents, testaments, contracts, court rulings)
1998-2000	<p>Wordbank (London, UK)</p> <ul style="list-style-type: none"> ▪ Translation of promotional texts, user manuals and technical specification for Hewlett-Packard products
1995- 2000	<p>Kaznowski & Associates Warsaw (Poland)</p> <ul style="list-style-type: none"> ▪ Translation of EU legislation (related to the free movement of persons and goods, intellectual property) ▪ Translation of informational and press materials for the Office of the Polish Parliament ▪ Translation of materials for the privatization program in Poland (regular assignments) ▪ Translation of legal texts and opinions for KPMG consultancy ▪ Translation of legal/economic texts for a privatisation project of the sugar sector in Poland ▪ Pharmaceutical texts for Novartis (legal, press releases, research papers) ▪ Press monitoring (translation of texts appearing in the press) for Coca-Cola company ▪ A series of legal texts (contracts, opinions, agreements, etc.)
Other skills:	Fluent in MS Office
Relevant software:	Windows XP Pro, MS Office 2000, Trados 6.5, Dejavu v.3 OCR software (Abby FineReader 7, Scansoft Omnipage 12, antivirus software, utilities)
Hardware	AMD Duron Athlon XP1700, 512 Mb RAM, 80 + 60 Gb hard discs, DVD writer, laser printer and inkjet printer
Communications:	Fixed internet connection (DSL)
Dictionaries	An extensive collection of dictionaries (English<-> Polish, English<->English) encyclopaedias. Some dictionaries in electronic form (Webster's Unabridged Dictionary, Britannica Encyclopaedia, Great English<->Polish Dictionary and others)