

PERSONAL INFORMATION

Arkadiusz Piątek

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POSITION

Translator/Reviewer

WORK EXPERIENCE

04/2003–Present

Translator/Reviewer

Own business (freelancer), Warsaw (Poland)

- written translations in English-Polish language pair
- post editing (after MT)
- proofreading/review
- linguistic quality assurance/assessment
- linguistic sign-off
- copywriting

Areas of Expertise

Advertising and PR
Automotive
Clothing and Fashion
Business & Commerce
Consumer Electronics
Cosmetics
Courier Services
e-Learning Courses
Engineering (general)
Food & Drinks
Household Appliances
Human Resources
IT (hardware and software)
Law (general)
Marketing
Politics
Security, Access and Surveillance Systems
Social Sciences

Example Projects/Customers

Long-term trusted vendor of **SDL** and **thebigword** translation agencies.

Dell – articles of the Knowledge Base for end users – dozens of thousands of words.

DHL – internal e-learning courses on security and procedures – dozens of thousands of words.

ECCO (shoes and bags) – marketing content for the website, training materials (production process, product characteristics, sales) – dozens of thousands of words.

Electrolux Group (Electrolux, AEG, IKEA and other brands of home appliances) – Network Team Leader role – websites content with SEO (marketing, product and service related), product manuals, service manuals, training materials – hundreds of thousands of words.

Google Ads – sets of advertising phrases and key words for Google Ads campaigns for Google's customers – dozens of thousands of words.

Honda (cars and motorcycles) – service manuals, user manuals, internal e-learning courses, marketing content for the website – hundreds of thousands of words.

Honeywell Security – marketing/technical content for print and the website – dozens of thousands of words.

Leo Burnett – product catalogues and other marketing materials for Fiat and Jeep brands – dozens of thousands of words.

Paccar (DAF trucks and Paccar Parts) – marketing materials, communication for dealers, computer applications, technical documentation, service manuals, internal e-learning courses, corporate magazine etc. – hundreds of thousands of words.

TJX (TK/TJ Maxx brands) – corporate materials, training materials, internal e-learning courses, corporate quarterly magazine, product labels – hundreds of thousands of words.

And many others.

02/1998–03/2003 Account Manager

McCann-Erickson Advertising Agency, Warsaw (Poland)

- client handling (General Motors (automotive), Polkomtel (telecom), ExxonMobil (oil & gas), Hochland (food))
- coordination of ATL/BTL advertising campaigns for key customers
- cooperation with other departments (creative, production, media planning, finance etc.)
- leading a team

03/1994–02/1997 Editor

Penetrator Information Agency, Cracow (Poland)

- co-planning the content of the monthly magazine "The Market Penetrator - Economic Outlook"
- proofreading and editing articles
- writing articles
- organising events for stock market investors
- managing subscriptions

EDUCATION AND TRAINING

- | | |
|---------|---|
| 04/2018 | Certificate of Achievement: Improving SEO Through Translation
International School of Linguists, Leeds (United Kingdom) |
| 04/2016 | Certificate of Achievement: Align your translations perfectly with TJX
International School of Linguists, Leeds (United Kingdom) |
| 08/2014 | Certificate of Achievement: thebigword Translation Management System – Review Tool
International School of Linguists, Leeds (United Kingdom) |
| 08/2014 | Certificate of Achievement: Translation Management System: Highly Secure Translation Editor
International School of Linguists, Leeds (United Kingdom) |
| 05/2013 | Certificate of Achievement: Honda IPAS Translators Guidelines
International School of Linguists, Leeds (United Kingdom) |

03/1998 **First Certificate in English (FCE)**
University of Cambridge Local Examinations Syndicate

1989–1996 **MA in Political Sciences and Journalism**
Jagiellonian University, Cracow (Poland)

EQF level 7

1985–1989 **Certificate of Matriculation, extended language course (English)**
Secondary School (IV LO im. T. Chałubińskiego), Radom (Poland)

PERSONAL SKILLS

Mother tongue(s) Polish

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	C1	B2	B2	B2
First Certificate in English (FCE)					
Russian	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Excellent communication skills gained through my studies (journalism), client service (as an account manager in an advertising agency and a translator cooperating directly with customers) and cooperation, as a vendor, with translation agencies (constant contact with PMs).

Organisational / managerial skills

- Good organisational skills gained as an editor in the monthly magazine, an account manager in the advertising agency and a freelance translator organising my own work
- Good team-leading skills gained as an account manager in the advertising agency (led a team of 3 persons) and a network team leader for translation projects

Job-related skills

- 17 years of experience in translation
- Excellent command of the target language (Polish) in terms of language culture, style, vocabulary, grammar, punctuation, syntax etc.
- Utmost diligence and attitude towards quality and customer requirements (positive feedback from customers – no complaints)
- Knowledge of different processes associated with translation (post edit, proofreading, review, quality assurance and assessment, linguistic sign-off etc.)
- Versatility – social sciences background mixed with technical interests and good grasp of technical topics
- Proficiency in using CAT tools (working with SDL Trados Studio 2019 and SDL Trados 2007)
- High professional ethics, reliability and timeliness

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid