

ANNA JEDNACZ

ENGLISH > POLISH, POLISH > ENGLISH CERTIFIED
TRANSLATOR

LOCATION: POLAND/USA
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OBJECTIVE

Cooperation with your company as a translator, proofreader working online with a full-time availability

SUMMARY

Key services: translation, editing, proofreading
Native speaker of Polish with near-native fluency in English
Working as a freelance translator since 2000 (full time freelancer since 2002)
Using Wordfast (7.0), MS Office 2003, Adobe Acrobat Professional (7.0)

ACCREDITATIONS & PROFESSIONAL MEMBERSHIPS

Certified English translator entered in the Registry of the Ministry of Justice, TP/161/06
Member of proz.com: <http://www.proz.com/profile/89990>

TRANSLATION EXPERIENCE & SPECIALIZATIONS

Business, marketing, advertising:

Translation and proofreading of contracts, business correspondence, financial reports, marketing and advertising texts—for translation agencies and direct clients, including: American Chamber of Commerce, City of Warsaw, Ministry of Finance, Ministry of Agriculture, Vice Magazine, Dutch Chamber of Commerce, XL-Energy, Meridian School of English, EDUKATOR, GT Communication, Atet Translations, Biuro Word.

Corporate policies, training materials, operating procedures and manuals:

Translation and proofreading of corporate policies, internal training materials, work instructions, operation and maintenance manuals for: SMYK, ZARA, Open Finance.

Agriculture, medicine and technology:

Translation and proofreading of user manuals, installation guides, datasheets, technical specifications, pharmaceutical documents for: Servier Poland, Ministry of Agriculture, Nordson Poland, European Commission, SUEZ ENERGY, Electrabel Poland.

Culture:

Translation and proofreading of scripts, subtitles, books, academic papers: VBS TV, Festival of New European Cinema in Torun, Poland, Softitler, Correct Studio.

Legal:

Translation and proofreading of legal documents, contracts, birth/death/marriage certificates, notary deeds, diplomas and certificates for: individual clients, Polish Police Headquarters in Warsaw, Tax Office in Warsaw.

EDUCATION

- 2008 Certificate in Organizational Coaching, New York University, USA
- 2005 Diploma in Marketing and Advertising, University of Finance and Management, Warsaw, Poland
- 2003 MA in English, University of Warsaw, Poland

OTHER

- In 2004, Training on European Finance, European Commission, Brussels, Belgium
- References available upon request