

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Piotr Zdzisław Lewandowski**
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 PL-90-368 Lodz (Poland)
Telephone(s) 0048 42 255 70 74 **Mobile** | +48 606 28 31 31
E-mail(s) piotrlw@gmail.com
Nationality Polish
Date of birth 15 November 1980
Gender Male

Desired employment / Occupational field

Translator

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>03 January 2005 → today</p> <p>Freelance Translator / Sole trader</p> <p>Translating and interpreting. Specialisation: marketing and management, finances and accounting, EU documents, directives and legal acts, agreements and contracts, advertising.</p> <p>Language Solutions Piotr Lewandowski Piotrkowska 182 m. 445, 90-368 Lodz (Poland)</p> <p>One-person freelance company</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>01 February 2005 → today</p> <p>Translator</p> <p>Translating corporate financial materials, commercial agreements and contracts, texts in the field of marketing and management, promotional and advertising texts, official documents for local authorities. Performing correction and verification of translations.</p> <p>ILS Agencja Tłumaczeń (Translation Agency ILS) Piotrkowska 24, 90-269 Lodz (Poland)</p> <p>Translation agency</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>01 June 2005 → today</p> <p>Translator</p> <p>Preparing technical translations of operation manuals as well as advertising and marketing materials. Translating texts connected with various types of devices and equipment.</p> <p>Supernova Kurpińskiego 9, 05-806 Komorow (Poland)</p> <p>Distributor of medical products and cosmeceuticals</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>01 November 2005 → today</p> <p>Translator</p> <p>Translating agreements and specialist texts in the field of finances and economics, marketing and management materials, European Union documents as well as advertising and promotional texts.</p>

Name and address of employer	Biuro Tlumaczen Interpres (Translation Agency Interpres) Ratajczaka 20/9, 61-815 Poznan (Poland)
Type of business or sector	Translation company
Dates	01 March 2006 → today
Occupation or position held	Translator
Main activities and responsibilities	Translating financial and accounting materials, corporate documents, texts in the field of marketing and management as well as advertising and promotion.
Name and address of employer	Biuro Tlumaczen Perfekt (Translation Agency Perfekt) Stare Bielice 212, 76-039 Biesiekierz (Poland)
Type of business or sector	Translation company
Dates	01 January 2007 → today
Occupation or position held	Translator
Main activities and responsibilities	Translating specialist medical articles, publications and materials.
Name and address of employer	Bestom DENTOnet.pl Sp. z o.o. Wigury 15A, 90-302 Lodz (Poland)
Type of business or sector	Publishing house

Education and training

Dates	18 June 2007 - 20 June 2007
Title of qualification awarded	SDL Trados proficient user
Principal subjects / occupational skills covered	SDL Trados 2007 training (Getting Started, Intermediate, Advanced)
Name and type of organisation providing education and training	LSP Software Sp. z o.o. (Authorised distributor) Sikorskiego 8/23, 70-313 Szczecin (Poland)
Dates	01 October 2006 - 22 September 2007
Title of qualification awarded	Postgraduate studies
Principal subjects / occupational skills covered	Translating European Union documents from English into Polish.
Name and type of organisation providing education and training	Academy of Humanities and Economics (private higher educational institution) Rewolucji 1905r. nr 64, 90-222 Lodz (Poland)
Dates	01 October 2005 - 14 June 2006
Title of qualification awarded	Postgraduate studies
Principal subjects / occupational skills covered	Marketing and management. Financing business activity. Market research. Commercial law. Promotion, direct marketing. Marketing strategies. Change management.
Name and type of organisation providing education and training	University of Lodz Faculty of Management (state-owned higher educational institution) Matejki 22/26, 90-237 Lodz (Poland)
Dates	01 October 1999 - 28 September 2004
Title of qualification awarded	Master of Arts
Principal subjects / occupational skills covered	English Philology Specialisation - literary translation
Name and type of organisation providing education and training	University of Lodz Faculty of Philology (state-owned higher educational institution) Kosciuszki 65, 90-514 Lodz (Poland)

Personal skills and competences

Mother tongue(s) **Polish**

Other language(s)

Self-assessment
European level (*)

English
German
Spanish / Castilian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- Ability to work with other people gained through my work as a Business English teacher (specialist courses for adults from various branches and industries, including a series of language courses for top employees of one of Polish private banks - Multibank);
- Good communication skills gained through my experience as an interpreter and through interacting with the people taking part in Business English language courses I provide;
- Good interpersonal skills gained through my work on larger translation projects (cooperating with other translators, supervising their work, responding to their remarks and problems, brainstorming best ideas on how to solve certain organisational and technical problems connected with a particular project);
- Ability to adapt to a new environment gained through my work abroad (England);
- Team spirit - I love sports, especially team sports (basketball, football, volleyball, etc.).

Organisational skills and competences

- Experience in project management gained through my work on large translation projects (hundreds of pages with a very short deadline);
- Excellent organisational skills - I have never been late with any of my translation or assignment;
- Leadership skills - I was responsible for building a team of professional translators for ILS Agencja Tlumaczen Przysięgłych (translation agency based in Lodz, Poland).

Technical skills and competences

- Knowledge of quality control processes - I helped one of my partners to implement a quality control system according to the European PN-EN 15038 norm created and designed especially for translation agencies.

Computer skills and competences

- Good command of SDL Studio 2009 software package.
- Excellent command of SDL Trados 2007 software package gained through my participation in a three-day course on the use of this application (MultiTerm, TagEditor, Translator's Workbench, WinAlign, SDL Trados Synergy);
- Good command of conversion applications (PDF Converter, ABBYY Fine Reader, Solid Converter PDF, Omni Page Pro 14);
- Excellent command of Microsoft Office software package;
- I have built a large collection of specialist dictionaries, glossaries and term bases.

Artistic skills and competences

- In my free time, I am a fan of making artistic jewellery (from beads and various types of stones).

Other skills and competences

- Sports - besides the ones mentioned above, skiing, squash, cycling;
- Hobbies - watching movies and meeting friends, sometimes also cooking;
- Interests - politics and finances, especially issues connected with the stock exchange.

Driving licence(s) **B**

Additional information

- Member of the ProZ.com community - <http://www.proz.com/profile/99143>

- Member of the Globtra.com community;
- Participated in the 2008 and 2009 editions of the ProZ.com Regional Conferences held in Warsaw and Wrocław, respectively;
- Business English specialist - author of Business English courses for professionals.

Annexes

- A copy of master's diploma with certified translation;
- Copies of two postgraduate studies certificates with certified translations;
- A copy of the LCCI Further Certificate for Teachers of Business English;
- A copy of SDL Trados 2007 training certificate with certified translation;
- A copy of certificate confirming specialisation in literary translation;
- Five copies of reference letters issued by current business partners and employers.