

Gabriela Cirjaková



Nationality: SLOVAK, (SLOVAKIAN)
Address: Stromová 1038/3, 08221 Veľký Šariš- Kanaš, SLOVAKIA
Telephone: 00 421 918 839 727
Skype ID: gabriela.cirjakova
E-mail: gabriela.cirjakova@gmail.com
Time zone in Slovakia: UTC + 1, Central European Time, example city: Bratislava

PROFESSION: **TRANSLATOR, PROOFREADER** and graduated **LINGUIST**
Freelancer

Language pairs: English- SLOVAKIAN (SLOVAK), SLOVAKIAN (SLOVAK)- ENGLISH, CZECH- ENGLISH

Professional member of PROZ.COM community of translators (from 2015), profile:
<https://www.proz.com/translator/1037902>

Qualifications: University Degree on ENGLISH LINGUISTICS and LITERATURE and History at the Faculty of Arts of the University of Presov, www.unipo.sk, (5-year full-time study)

Translation tools (CAT): WORDFAST 3 – advanced user (Wordfast is excellent esp. with the WORD and PDF documents)

2019 major TRANSLATION ASSIGNMENTS:

- Marketing material for Make-up Cameras. Marketing. EN- SK. 12 000 words of source language.
- Notification of Reasons for Not Granting Long Term Stay Visa. Legal. CZ – EN. 1500 words of target language.
- Public Officials' Right of Reply. Scientific Article. Legal. SK – EN. 2 340 words of source language.
- Specialised Punching Ashtray. Instruction Manual. Technical. EN- SK. 2721 words of source language.
- Purchase Contract (on concrete plant). Legal. SK- EN. 3 094 words of source language.
- Lease Agreement for Letting of Advertising Pylon. Legal. SK- EN. 2 664 words of target language.
- The Ultimate Guide to Email Marketing for the Hotel Industry. Marketing. EN- SK. 1 603 words of source language.
- GDPR – PRIVACY POLICY AND COOKIE FILES POLICY, SK- EN. 3.321 words of source language

2018

- Notification of constitution and creation of a lien. (Oznámenie o zriadení a vzniku záložného práva). Legal. SK- EN. 1 standard page of source language
- Sales Contract (on Fully Automatic Concrete Plant BP 15). Legal. SK – EN. 3 216 words of source language.
- Bank Certificate of Bank Pledge. Economy. SK- EN. 711 words of source language
- Sales contract (on vibration table with vibrators). Legal. EN- SK. 1.067 words of target language.
- Opinions in liquidation of joint property acquired during marriage of former spouses (by Law Office), including response of the other party to the opinions. Legal. Czech- English. 2.352 words of target language.
- DVC6200 SIS manual and supplement 2017, (Fisher™ FIELDVUE™ DVC6200 SIS Digital Valve Controller- Instruction manual). Technical. EN-SK. 131,84 standard pages source language

- Stake nut (Bill of Materials, Functions List, etc.). Technical. EN-SK. 6.345 words of source language
- Extract from the Trade Register (of the Limited Liability Company). SK-EN
- Deed of Foundation (of the Limited Liability Company). Legal. SK- EN. 7 standard pages of target language.
- Medical report by Ophthalmologist. Medical. SK-EN. 311 words
- Master Installation, Operation & Maintenance Manual for TopWorx™ D-Series Valve Controllers. Technical. EN-SK. 16.624 words of source language.
- INSTRUCTION MANUAL FOR INSTALLATION, COMMISSIONING, OPERATION AND MAINTENANCE of automated valves and control systems. Technical. EN-SK. 2.127 words of source language.
- Operation manual for valve solenoids - Type 46xx. Technical. EN-SK. 9.545 words of source language.
- Installation, Operation and Maintenance Instructions for solenoid valve ICO4S. Technical. EN-SK. 1.748 words of source language.
- INSTALLATION AND CALIBRATION OF MANUAL FOR CF. Technical. EN-SK. 1.589 words of source language. 1041 words of source language.
- Installation, Operation and Maintenance Instructions for Quick Exhaust Valve. Technical. EN-SK. 1.589 words of source language.
- Maintenance and use manual for the NGI safety valves. Technical. EN-SK. 1.589 words of source language.
- Filter/regulator: Manual Drain Installation and maintenance manual. Technical. EN-SK. 2116 words of source language.
- INSTALLATION AND MAINTENANCE MANUAL of PEKOS BALL VALVES. Technical. EN-SK. 1.533 words of source language.
- ON-OFF VALVES FUNCTIONAL TEST CERTIFICATE. Technical. EN-SK. 1 standard page of source language.
- Declaration of Incorporation of partly Completed Machinery. Technical. EN-SK. 1 standard page of source language.
- Declaration of Conformity for FUEL GAS SHUT OFF VALVE. Technical EN-SK. 1 standard page of source language.
- Safety instructions for the installation, use and maintenance of "Assembly for automation and control of process valves". Technical. EN-SK. 856 words of source language.
- INSTALLATION, USE AND MAINTENANCE INSTRUCTIONS FOR VALVES AND SOLENOID VALVES SERIES SS12 E SS14. Technical. EN- SK. 1794 words of source language
- Real Estate Reservation Agreement. Legal. SK- EN. 0.5 of standard page
- General Business Terms of Real Estate Agency, legal, SK – EN. 2 standard pages.
- Decision of the Social Insurance Company on maternity benefits. SK-EN. 1 standard page.
- Press Release for an Automotive Supplier. Marketing. EN-SK.
- Current trends in Financial Industry. Cryptocurrencies. Economical. SK- EN. 1.085 words of source language.

2017

- Consumer Research Study for a German Automobile Company. Marketing. EN- SK. Proofreading of 781 words of target language.
- Regulated or unregulated trade of tourist guide. Scientific Study. Economical. SK- EN. 3.429 words
- Legislation on temporary provision of business services in Member States of the EU. Legal. SK – EN. 3 standard pages of source language.
- Hotel website content on sports, historical and cultural attractions of the region for the Kamei Hotel, <http://www.kamei.sk/>. Marketing. SK- EN. 1892 words of source language.
- (- ONGOING SERVICES – BUSINESS, CORPORATE, LEGAL translations for the Slovak companies)
- SALES CONTRACT. Legal. English to Slovak. 12 standard pages of target language.
- NOTARIAL AUTHENTIC INSTRUMENT (on share transfer and change in the Articles of Association). Estreat. Legal, Czech- EN, 12 standard pages of target language
- EXTRACT of the Commercial Register. Legal. Czech-EN.
- Statement of an Academic Year of a university student for the purposes of Application for the Student Visa in Australia. SK- EN.
- Statement of Account. Economical. SK – EN. 1 800 words of English text.
- DECLARATION OF TRANSFERORS AND TRANSFEREE. Legal. SK- EN. 313 words of source language.
- SHARES TRANSFER CONTRACT. Legal. SK- EN. 943 words of source language.
- ARTICLES OF ASSOCIATION (of a private limited company). Legal. 3,637 words of source language. SK- EN.
- Business Briefing presentation in PowerPoint- German automotive industry. 59 slides. EN- SK proofreading. 4,300 words of English source text.
- Privacy Policy of a website for a Polish agency. Legal. EN-SK. Proofreading.
- Certificates of completion of different accredited training programs of further education for the VaV Academy in Prešov. EN – SK.
- Educational results in different school subjects and skill progress of a pupil (from Ireland). Educational Science. EN – SK. 1.550 words of target language

- Duracell batteries- a new line of products. Marketing texts. Proofreading and back-translation. Assignment from a Polish agency. 1.320 words of source language. SK- EN
- An Issue of Age in the Labour market of Slovakia. A scientific article. SK- EN. 2.936 words of source language.
- Agreement on subcontracting services. Legal. EN – SK. 1886 words of source language.
- Installation user manual for the DOS2003 version 6.3 and 1.0 Liter counting and batching software. Technical. EN-SK. 8.520 words of source language.
- INSTRUCTION MANUAL for the Ecosoft Reverse Osmosis System MO 6000 MO 10000 MO 24000. Technical. EN-SK. 22 pages of source language.
- MAINTANANCE MANUAL FOR EUROPALLET MAGAZINE. Technical. EN - SK. 2 139 words of source document.
- Traditional wedding in Uzbekistan. REPORT. Journalistic style. SK – EN. 1 210 words of source document.
- Risk capital as a financial instrument for funding the small and medium-sized enterprises in Slovakia and the V4 countries. Economy. SK- EN. 993 words of source language.
- The DUTTY VYBZ, the best Afro-Caribbean party and workshop provider in Slovakia. Website content. Dance and Music production. Slovak to English. 623 words of source document.
- Ďalšie vzdelávanie pre osoby so zdravotným znevýhodnením (Further education for persons with health disadvantage). Special education scientific article. Slovak to English. 3.551 words of source language.
- “Pragmatická sankcia alebo okľukou k morálite”. Philosophical article on Pragmatic sanction or a circuitous route to the morality. Slovak - English. 264 words of source language.
- Certificate of Compliance- Grooved Couplings. Technical. EN – EN.
- Website content of <http://www.block-machines.eu/> (ENGLISH VERSION) for a manufacturer of concrete plants and moulding machines. Marketing. SK - EN, 2 423 words of source language
- Couplings for Fire Protection Systems (General description and Specification). Technical, EN - SK, 973 words of source language
- Global Downstream Oil Brand Website Content, Marketing, EN- Slovak, 5.656 words of source language.
- The EU energy challenges in the end of 2016. Energy and Power Generation. EN- SK translation. 3 266 words of source language.
- Introducing the New Marketing Video technology. Marketing. EN- SK. 1 473 words of source text.
- Split inverter. Description of the Air-conditioning System. EN- SK. 440 words of source text.

2016

- Maintenance manual of PLANETARY MIXER P 375. Engineering. English- Slovak. 11 048 words of source language.
- Tender documentation: REQUIREMENTS FOR PASSENGER VEHICLES. Technical. SK- EN. 2 653 words of English text.
- Technical description of STATIONARY CONCRETE BLOCK MAKING MACHINE UNIVERSAL 1000 FA. EN- SK translation. 1 332 words of source language.
- Technical description of MOVABLE CONCRETE BLOCK MAKING MACHINE EUROBLOCK 12, EN- SK translation, 617 words of source language.
- ONGOING cooperation with the Polish translation agency:
Proofreading of updated/new marketing (EN- SK translation) texts for new advanced lines of the personal use/body treatment products, (e.g. pre-born children nappies, panty liners, razors, etc.), consumer goods, etc.
- Service List of a PHARMACY network. EN - SK translation, 589 words of source language.
- Globalism vs. Globalization. ESSAY. English to Slovak translation. 1 240 words of source language.
- Marketing COSMETIC PRODUCT CATALOGUE of a major and recognised ITALIAN brand, EN-SK, word count: 21,929 words of source language
- A series of SHORT STORIES by A. Vašková, a contemporary Slovak author, SK- EN, 7 220 words of source language
- Marketing COSMETIC PRODUCT CATALOGUE of a major and recognised ITALIAN brand, EN-SK, word count: 21,929 words of source language
- Theatres and Museums in Košice, a website content, tourism marketing, SK- EN, 736 words of source language
- Technical description of TURBINE MIXER DZB 800, EN-SK, 480 words of source language
- Maintenance manual for the Hydraulic CUBER HYDRO 400, technical, EN - SK, 2.377 words of source language
- Protocol on installation and commencement of trial operation, technical, SK- EN, 317 words
- Technical description of PLANET MIXER PM 375, technical, EN- SK, 698 words of source language
- Operation manual for PNEUMATIC CUBER, technical, EN- SK, 967 words of source language
- Maintenance manual for ROTATING AND CLEANING BRUSH, technical, EN- SK, 1.175 words of source language
- Maintenance Manual for PALLET CROSS CARRIER with Pallet Rotating device, technical, EN- SK, 1.281 words of source language
- Maintenance manual for ELEVATOR/LOWERATOR, technical, EN- SK, 1.350 words of source language

- Maintenance manual for Pallet Transport Conveyor to Cubing position (CUBER), technical, EN-SK, 3.249 words of source language
- VISIT KOSICE, website marketing content, TOURISM AND MARKETING, SK- EN, 5.610 words of source text
- HIDROPAK 100 Technical Description of a Concrete Pipe Making Machine and Price Offer for the device. Technical. EN- SK, 565 words of source text.
- RHP 400 concrete moulding machine. Programming instructions. Technical. EN- SK, 960 words
- Height parameters of homogenisation centre, manufacturing, SK- EN, 400 words
- Thesis study ABSTRACT "Economical evaluation of production and consumption of the cow's milk in the Slovak Republic and Czech Republic", Slovak- English translation, (318 words)
- "CREATIVITY", field of expertise: PSYCHOLOGY. Translation of 30-page research study and creating a 4-page ABSTRACT from the study. English- Slovak translation.
- March- "PREVENTION OF PERIODONTAL DISEASES", stomatological thesis studies. 5.920 words in target language. English to Slovak translation.
- "NURSING CARE ASPECTS IN LUNG CANCER PATIENTS". HEALTH CARE Abstract. Slovak- English translation. 441 words in target language.
- "FORMING AND CHANGING THE SOCIAL CLIMATE IN SECONDARY SCHOOLS ENVIRONMENT", Bachelor thesis abstract translation, SK- EN
- "SOCIAL ASPECTS OF THE MISSIONARY WORK", Bachelor Thesis abstract translation, SK- EN
- „CODE OF ETHICS“, legal, English to Slovak, 6.786 source words
- INTERNATIONAL STANDARD SPECIFICATION for the SEPARATIVE DEVICES, (laminar air hoods, etc., their assembly, an hourly leak rate, leak testing, Parjo method and other, etc.).
Volume: 12.662 words of target doc., EN- SK translation
- STAFF NEWSLETTER for an automobile company based in Germany NEWSLETTER, proofreading
- SMART PHONE user manual, technical, EN- SK translation, 2.171 words
- Bridegroom's Speech at wedding, EN- SK, 446 words
- REPORT on TEST OF COMPETENCES, Human Relations, 1.200 words, SK- EN translation
- REPORT on MEDICAL EXAMINATIONS, 3x, 1.062 words, SK- EN transl.
- STAFF NEWSLETTER, automotive, 856 words, SK- EN transl.
- STAFF NEWSLETTER, automotive, (7 articles plus text in images for the iView magazine), EN- Slovak transl., 1.728 words of source text
- MINI CAMERA for ladies, User manual, EN- Slovak translation
- Brief description of Briquetting plant, Slovak to English, 560 words
- Concrete Plant: Specification of assembly technologies, Slovak to English, 660 words
- Beer Tank, User Manual, EN- SK, 403 words
- Facility for thermal recovery of waste tires, Environmental Impact Assessment Report Final Opinion (a part), SK- EN, 13.675 words of target document
- Questions for a technician of briquetting plant, SK- EN, 559 words
- FERRING, (the medicinal product), SUMMARY OF THE MEDICINAL PRODUCT CHARACTERISTICS, pharmaceutical, SK- EN, 1.132 words of source text
- STAFF NEWSLETTER, automotive, (7 articles plus text in images for the iView magazine), EN- Slovak transl., 1.728 words of source text
- Brief description of Briquetting plant, Slovak to English, 560 words
- Concrete Plant: Specification of assembly technologies, Slovak to English, 660 words
- Facility for thermal recovery of waste tires, Environmental Impact Assessment Report Final Opinion (a part), SK- EN, 13.675 words of target document
- „LYSA“ EU FUND PROJECT PROPOSAL on tourism and cross- border cooperation development of regions (April 2015), Slovak- English translation, over 40 pages
- Slovak internet freedom and liberties research translation (June 2015) for the Visegrad Four group, Slovak- English translation
- a series of Short stories by Anna Vaskova. LITERARY TRANSLATION. Slovak- English translation
- „Incomes and expenditures of Slovak households“, Thesis Paper, Slovak- English translation, field of expertise: economy, in October
- Online Booking website content translation, field of expertise: Travel and Tourism Marketing. VOLUMES: Project A: 5.500 words of source language, Project B: 2.208 words. English to Slovak translations.

Professional Experience

January 2013- present	Freelance translator Život Presova Regional Commercial Print Newspaper, 40.000pcs/edition/month, (for its electronic version see www.facebook.com/zivotpresova) Part-time Editor and proofreader - LINGUIST/ TRANSLATOR: English- Slovak, Slovak/Czech- English proofreader, editor, (freelancer)
April 2012- December 2012	VaV Servis, The Personnel Agency, Hlavná ul., Prešov Teaching English, Translation Services and administration work
March 2009- March 2012	Maternity Leave
Aug. 2006- March /2009	Agentúra VaV Slovakia, s.r.o. The Personnel Agency and Language School, Prešov, Job assistant and English language lecturer
Jan. - August 2006	MTM Language Centre, Private Language School, Hlavná 17, Prešov English Teacher (Direct Method applied mostly)
Aug. 2003 – Jan. 2006	English Lecturer- freelancer in Presov, (individual and group courses, extra trainings, preparing for exams, adult courses, professional courses)
Sept. 2002 - Aug. 2003	Základná škola Elementary School, Solivar- Lesnícka ul., Presov English and History teacher

Education

13 th – 17 th March 2017	Callan English Teaching Training course for registered teachers/accredited Schools provided by GAVIN BEST, In Prešov, Slovakia
1995- 1996	Dublin, Irish Republic, 10 months of voluntary Program „Vincetian Volunteer Year“
1993- 1999	Prešovská univerzita University of Prešov in Prešove, Faculty of Arts, University degree on English Language and Literature and General History, (graduate of a 5- year- full- time study, „Mgr.“ title holder)
1989- 1993	Gymnázium Secondary Grammar School, Konštantínova ul., Prešov Secondary Leaving Exams on Slovak Language, English Language, History, Geography

Language Skills

English: proficiency
Slovak: mother tongue
Czech: upper-intermediate
Russian: basic

PC Skills

CAT Tools: **WORDFAST 3**
SDL TRADOS 2017 (beginner)
Microsoft Word- user
Excel- user

Internet / e- mail, www/- user

Interests

Music, gardening, singing, hiking, table tennis, handcrafts, nature

Freelance details, references, sample translations : www.proz.com/translator/1037902, **more detailed information** available on request