

ADAM WOŹNIAK

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<http://www.proz.com/translator/1065511>

Reliable EN-PL translator who undertakes complex assignments and meets tight deadlines. Educated in Poland and England. Possesses practical knowledge in the banking, finance, and corporate industries. Attentive to details to produce accurate, error-free work.

EXPERIENCE

02/2020 - CURRENT

FREELANCE TRANSLATOR, PROZ.COM

- Working in English – Polish combination,
- Proofread, checked and quality assessed publications on LinkedIn,
- Translated EU documents and other documents issued by international bodies, e.g. IADI Working papers,
- Produced a daily output of 2000 translated words per day.

06/2010 - CURRENT

EXPERT, IN-HOUSE TRANSLATOR, BANK GUARANTEE FUND, WARSAW, POLAND

- Provided EN-PL translations for senior managers of Bank Guarantee Fund (BGF),
- Provided PL-EN translations of internal documents,
- Translated drafts of EU legal documents, e.g. Directives, Guidelines, Regulations, Recommendations, EBA Q&As,
- Proofread, checked and quality assessed publications on BGF's website,
- Provided information on deposit guarantee system and financial system in Poland for international bodies, e.g. European Bank Authority (EBA), World Bank, European Forum of Deposit Insurers (EFDI), International Association of Deposit Insurers (IADI).

02/2009- 05/2010

INTERNAL AUDITOR, IN-HOUSE TRANSLATOR, PKO BANK POLSKI SA, WARSAW, POLAND

- Internal Auditor in the Internal Audit Department of the PKO Bank Polski SA,
- In-house translator in the Internal Audit Department,
- Provided EN-PL translations of internal documents for senior managers,
- Translated documents issued by international bodies e.g. the Institute of Internal Auditors, ACCA, International Monetary Fund.

07/1998- 07/2006

SENIOR BANKING SPECIALIST, THE NATIONAL BANK OF POLAND, WARSAW

- Senior Banking Specialist in the General Inspectorate of Banking Supervision in the National Bank of Poland. The Commission for Banking Supervision,
- Conducted on-site and off-site controls of so-called automotive banks operated in Poland (e.g. Ford Bank Polska, Fiat Bank Polska, Volkswagen Bank Polska).

EDUCATION

2012-2013

PGDIP IN ENGLISH TRANSLATIONS: BUSINESS, FINANCE, MANAGEMENT,

VISTULA UNIVERSITY, WARSAW

2006-2008

PGDIP IN JAPANESE STUDIES: EAST ASIAN STUDIES,

UNIVERSITY OF SHEFFIELD, ENGLAND

1994-1999

MASTER OF SCIENCE: FINANCE AND BANKING

SGH WARSAW SCHOOL OF ECONOMICS

1990-1996

MASTER OF ARTS: PUBLIC ADMINISTRATION

UNIVERSITY OF WARSAW

SKILLS

- CAT TOOLS: MateCat, Wordfast
- IT: Microsoft Office, Power Point, Adobe Acrobat

LANGUAGES

- Polish – native,
- English – C2,
- Russian – B1
- Japanese – A2.

ADDITIONAL INFORMATION

The translation fields I feel competent:

- business,
- banking,
- finance,
- management,
- audit,
- EU documents.