

Leona Zacek, MA, CT

Carmel Valley, CA 93924

PH 1 (CELL): (831) 238-4984

E-mail: leona@zacek.eu (alternate e-mail address: kloud_zacek@hotmail.com)

LANGUAGES: **A: German, Czech** **B: English** **C: Russian**

PROFESSIONAL EXPERIENCE:

External Translator for the European Commission, English/German, since Jan. 2004

German Language Modeling Linguist, Robert Bosch (through Adecco), Palo Alto, July 2012

Full-time Freelance Translator, diverse translation agencies and clients, since 2000

In-house Translator, Medialocate USA, Monterey, California, 1999-2000

Translation of various documents from English into German and Czech,
maintenance of terminological databases, participating in localization
projects, on-site testing of software applications

PROJECT MANAGEMENT EXPERIENCE:

Director/Project Manager, Paradise Translations (Pty) Ltd., Seychelles, 2009-2012

Management of translation projects from start to end, including vendor/client management,
issuing of quotes, invoicing, communicating with clients and vendors, consulting, marketing,
maintenance of terminological databases, etc.

EDUCATION:

December 1999: **MA** in Translation, German/English

Monterey Institute of International Studies (MIIS), CA

February 1997: “**Magister**” degree in Translation and Interpretation, German/Czech/Russian

Translation & Interpretation Institute, Vienna, Austria

Summer 1998: **UN Internship**, UNOV, Linguistic Support Unit

1997-1999: **Fulbright Scholar**, MIIS, USA

1994-1995: **Exchange Student**, Charles University, Prague, Czech Republic

SOFTWARE:

Windows 7, Microsoft Office 2007, SDL Trados, Adobe Acrobat 6.0 Professional

MEMBERSHIPS AND ACCREDITATIONS:

Member of the **UNIVERSITAS** (Austrian Translators Association)

Member of the **ATA** (American Translators Association), accredited for translation from English into German

Legally entitled to work in the U.S.