



# MICHAŁ ŻYMALSKI

Professional Polish-to-English and English-to-Polish translation services

## AREAS OF EXPERTISE

***Civil engineering***

***Law***

***Environmental protection***

***Power***

***Personal data***

***Websites***

***OHS***

***HR***

***Business***

***Agriculture***

***Logistics***

***E-commerce***

## EXPERIENCE

**12** years of experience

more than **40 000** translated pages

## SAMPLE DOCUMENTS

***Civil engineering*** Technical specifications, tender documents, detailed designs and building permits designs, inspection reports, material certificates, declarations of conformity

***Law*** Contracts, tax documents, notarial deeds, acts, regulations, resolutions

***Environmental protection*** Environmental impact assessments, environmental consent decisions, project information sheets

***Power*** Technical specifications, tenders, grid connection consents and tariffs, transmission and distribution network codes

***Personal data*** Privacy policies, processing agreements, privacy notices

***Websites*** Websites of Polish companies (manufacturers, agencies, shopping centres, IT companies, etc.)

## SAMPLE DOCUMENTS, CONT.

**OHS** OHS specifications and instructions, OHS reports and accident reports, safe work procedures

**HR** Labour law, HR documents, work regulations

**Business** Business reports, business correspondence, press releases, studies

**Agriculture** Labels of plant protection products, reports on the agricultural industry, documentation for food producers

**Logistics** Logistics procedures, terms of service, price lists

**E-commerce** Corporate blog posts

## MAJOR PROJECTS

<b>Polish Nuclear Power Plant</b>	<b>455</b> pages	Technical and environmental documents
<b>Olsztyn Incineration Plant</b>	<b>620</b> pages	Technical and legal documents
<b>Żerań Power Plant</b>	<b>350</b> pages	Technical and legal documents
<b>LNG Terminal in Świnoujście</b>	<b>13 000</b> pages	Technical and legal documents
<b>Warsaw Underground Line</b>	<b>1200</b> pages	Technical documents

## SKILLS

- Proficiency in CAT tools and licences for **MemoQ 8.7** and **SDL Trados 2015**
- Compliance with project-specific guidelines/instructions
- QA software (Xbench)
- Translation of non-editable documents using OCR

## CONTACT



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## EDUCATION

English Philology  
University of Wrocław  
MA Degree  
2003–2009