

Mateusz Izdebski

Kraków

Professional Experience

Translator/Interpreter/Editor/Copywriter/Author

Translatornia – Cracow, Poland

January 2010 – present

- Polish/English/German translation, subtitling, closed captioning, audiovisual syncing, interpreting, copywriting and proofreading
- Project management
- Project budgeting
- IT administration
- Invoicing

Translator/Interpreter/Editor/Copywriter/Author

Freelance/Self-employed

September 1995 – present

Education

Master's Course: English Literature, Language, Translation, Interpreting, Editing, Writing

MA Degree in Translation and Interpreting

Jagiellonian University – Cracow, Poland

October 1998 – October 2003

Skills

- Copywriting
- Journalism
- Writing
- General management
- Knowledge of IT systems
- Audio editing
- Video editing
- Technical support
- Technical problem-solving
- Comprehensive troubleshooting

Tools

Any tools needed to get the job done, including the following:

Across, Adobe Acrobat, Adobe Audition, Adobe InDesign, Adobe Photoshop, Avid ProTools, memoQ, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, SDL TRADOS, Sony Vegas, STAR Transit, Steinberg Cubase, SubEdit, Subtitle Workshop, Wordfast

Work experience details on following page

Projects Completed

- 1000+ authoring and translation projects in business, legal, technical, social, creative and other areas for customers including:
 - ✓ Helion (IT publisher) – translation of a manual for the TCP/IP protocol in the MS Windows operating system (ISBN: 8371975155; 9788328354210);
 - ✓ Księgarnia Akademicka (university publisher) – translation of a set of books for a mental health, therapy and management course (ISBN: 9788371889769);
 - ✓ Huawei, Nokia, Orange – localization, copywriting and translation services;
 - ✓ Benchmark/Komputronik (online store and tech news service) – translation and authoring of news and website components;
 - ✓ Bardzo (advertising agency) – advertising material transcreation;
 - ✓ BDM (brokerage house) – website translation, including regulations, fees and news;
 - ✓ BESI (investment bank, now Haitong Bank, S.A.) – stock market and real estate market analyses;
 - ✓ Binance (crypto exchange) – marketing and financial materials, blockchain-related materials, user interface;
 - ✓ Moneygram (financial services) – sales pitches, news;
 - ✓ Alstom (electro-engineering) – multiple railway-related projects;
 - ✓ Orlen (oil company) – various materials;
 - ✓ Software Mind (software developer) – various materials;
 - ✓ Uniwersytet Jagielloński (university) – translation of books, materials, interpreting, subtitling;
 - ✓ TVN (national TV network) – over a hundred subtitling and video editing projects for documentaries and TV shows;
 - ✓ Mittal – various materials;
 - ✓ Port Lotniczy Balice (airport) – environmental impact studies and other materials;
 - ✓ Nowy Styl (furniture and design) – translation of numerous brochures, marketing materials and catalogues;
 - ✓ Holiday Inn (hotel chain) – translation of various materials;
 - ✓ ITO (human resources agency) – translation of employee assessments and interviews;
 - ✓ OffCamera (international film festival) – translation of news, video clips and interpreting;
 - ✓ STRINGER (copywriting agency) – multiple projects;
 - ✓ New Earth International Film Festival – translation, interpreting;
 - ✓ Latte Project – social media post analysis and translation, including hashtags and keywords;
 - ✓ Multiple medical texts, including research studies, hospital discharge reports, treatment files, drug leaflets, medical equipment manuals and others;
 - ✓ Interpreting for conferences and online calls over Zoom, Skype and other platforms;
 - ✓ 700+ hours of OPI telephone interpreting for hospitals, clinics, schools, banks, tax authorities and other public institutions;
- Hundreds of other projects, as expected in a 20+ years' full-time career span.