

Tatiana Saternus

Objective Translator (English-Polish-English)

Work Experience TextPartner (www.textpartner.com), March 2010 - present
Jozefowska 30
Katowice, Poland

Project Manager

- Organizing translation projects
- Selecting translators, reviewing test translations
- Contacting clients (negotiating delivery deadlines, payment terms, updating clients database)
- Preparing project files (OCR, analysis, creating translatable files)
- Reviewing files before delivery
- QA checks
- Creating, updating, and managing TMs
- Translation (Polish – English, English – Polish, German- Polish, French – Polish)
- Proofreading (English, Polish)
- Performing office duties

Self-employed (freelance translator / teacher of English as a foreign language),
November 2001 – present

Profi-Lingua (www.profi-lingua.pl), March 2009 – January 2010
Katowice/Sosnowiec/Gliwice, Poland

Director of Studies

- Managing three schools in the region
- Selecting teachers
- Dealing with clients (individual requests)
- Monitoring students' progress
- Designing and conducting progress tests
- Monitoring teachers

Travel Exchange & Education (www.tee.pl), 2005-2009
Katowice, Poland

Managing Partner

I was responsible for managing a busy travel agency, specializing in language courses abroad, as well as our small local language school. My biggest achievement was creating a searchable product database that would allow our clients and business partners choose their courses on-line.

Languages	Polish (native), English (proficient, lived and studied in the US, now preparing to move to the UK), French (intermediate), German (intermediate). I can easily read and write in a few more languages, such as Czech, Slovak, and Spanish.
Software	<ul style="list-style-type: none">• Microsoft Office (proficient)• Adobe InDesign (intermediate)• Corel (basic)• Various OCR tools (ABBYY Fine Reader etc.)• CAT tools: SDL Studio, SDL Trados, SDL Passolo, Across, Wordfast Pro, Xbench (QA)
Interests	Literature, IT gadgets, CAT, Machine Translation, Traveling, Food
Education	MA in American Literature (University of Silesia, Katowice)
References	Available upon request