

Iwona Burns

Personal Details

Tel: 0789 134 1711
E-mail: polish.requests@gmail.com

Personal Profile and Skills Overview

I am a freelance translator with over ten years of Translating English/Polish document experience.

- A native Polish speaker, fluent in English
- Outstanding IT skills, thorough knowledge of Microsoft Office, Adobe Acrobat/Illustrator/InDesign
- Excellent communication skills, both written and oral
- Work with SDL Trados Studio 2017
- Highly organised, attention to detail is a particular point of pride
- Specialisms: Law, Certificates/Diplomas/Licenses, Educational materials, Social Science, History, Journalism, Government/Politics, Business/Commerce, Advertising, Market Research, Media, Literature, Tourism/Travel, Clothing/Fashion, Cosmetics/Beauty, Food/Diary

Education & Achievements

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| ♦ Certificate of Membership
Membership of the Chartered Institute of Linguists in the grade of Member | 2015 |
| ♦ Diploma in Translation
The IoLET Level 7 Diploma in Translation (QCF) | 2014 |
| ♦ Speaker at the ‘How to be a successful freelance translator’ seminar
The Language Show Live, Olympia, London | 2011 |
| ♦ Certificate of Educational Studies in TESOL
Academically accredited by the College of Teachers | 2009 |
| ♦ Sworn Translator
Registered and certified by the Polish Ministry of Justice to translate and notarise documents | 2005 |
| ♦ MA in English Studies, linguistics
KUL University of Lublin | 2003 |

Employment History

◆ **Freelance Translator**

2004 - current

Listed below is a small selection of work to show some of the areas I have worked in:

- *Market Research project – Iced Tea concepts survey* for Global Translations
- *Welcome Pack* for Renfrewshire Council
- *Inspection reports* for Care Commission
- *Leaflets* for Victim Information and Advice (VIA)
- *Legal documents, citations, evidential material* for Scottish Courts
- *Letters, certificates and identity documents* for Solicitors
- *Sworn Translations* from English into Polish and Polish into English for Nova Language Services
- *Translation, proofreading and editing projects* for Global Language Services
- *Verbatim transcription of recorded interviews* on digital media for Police
- *Machine Translation evaluation project* using UCCA (Universal Conceptual Cognitive Annotation) approach for NHS 24
- *Illustrated booklet ‘From the Beginning – Before Words’* for Speech and Language Therapy Department at Raigmore Hospital

◆ **English language teacher and lecturer**

2003 – 2004

Foundation *Our School*

Worked with a group of adults at intermediate level, one-to-one teaching with great emphasis on conversational skills, intensive course for hotel and restaurant industry, assisted in general office administration

◆ **TEFL Teacher**

2002 – 2003

College of Foreign Languages *Brittanic*

Developed class plans for individual classes, designed presentations and demonstrations as part of the curriculum, wrote reports, handled student's issues related to their studies, exams and social behaviour

Additional Information

- Intermediate German
- Full, clean Driving Licence
- Interests: travelling, reading, music and a wide range of sports

References

Available upon request