



## CURRICULUM VITAE

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### EDUCATION

- |           |  |
|-----------|--|
| 2010-2011 | Interdisciplinary Postgraduate Studies in Translation and Interpreting, Institute of Applied Linguistics, Warsaw University (legal and business translation) |
| 2001-2006 | English Studies, Warsaw University, graduated <i>summa cum laude</i>   |

**Since 2013: Certified legal translator and interpreter**

**Since Feb 2016: Polish Language Lead, Acclaro Translation company**

I worked from day 1 as a Polish Language Lead on the localization of all linguistic components (+1 million words: UI, Metadata, Customer Service, Marketing, PR, Customer Service, Messaging, etc.) of a major video streaming service with +200 paid members worldwide, acting as the main point of contact for linguistic matters related to the project. Working in various roles (translator, copy editor, editor, QA specialist), I was responsible for the top-notch quality of translation produced by a team of +20 Polish linguists. The project concluded with a successful launch of a fully-localized service in Poland in September 2016.

The project is ongoing. My current responsibilities include:

- Ownership of all matters related to linguistic side of the globalization effort into Polish, with special focus on original content (Oscar- and Emmy-winning TV shows and films)
- Responsibility for overall linguistic health of the Polish localization project (LQA audits, vetting and training linguists, acting as the main in-market contact on linguistic strategy)
- Liaising with Client PMs and internal linguists to provide high-quality user experience
- Drafting, updating and managing Polish-language style guides, glossaries and guidelines.
- Collaborating with the internal Marketing team on the strategy regarding priority titles (localized title, key art, trailers, promotional materials)
- Direct involvement in rolling out new features

**Since August 2018: Backup Lead Translator, Menlo Technologies**

- Translating Marketing & UI content for the website and mobile app of a leading online recruitment platform serving over 740 million registered members from 150 countries
- Maintaining and updating Client glossary used across the platform
- Liaising with the Client's globalization team on internationalization requirements and rolling-out new features

**Since October 2017: Language Owner, Chillstore Technologies**

- Responsible for linguistic quality of Product & Marketing copy of a global online security company (since December 2020 – Main Marketing Reviewer) and a global vulnerability prevention company)
- Drafting style guides, glossaries and linguistic guidelines
- Meeting with translators to discuss linguistic issues, drafting and overseeing improvement plans
- Liaising with the internal Language Quality Manager to provide updates and discuss strategy

## **Main areas of specialisation:**

### **Marketing, Advertising, Ad Copy, Copywriting** (15 years of experience, +200,000 words)

- advertising folders, brochures, promotional materials, briefs, company presentations, advertising campaigns, company websites
- Clients:
  - Netflix: writing, editing and copy adaptation of synopses and marketing content, including highly-visible Netflix Originals,
  - Coca-Cola: copy adaptation of advertising slogans for the Polish market,
  - GM (Chevrolet & Opel brands): copy editing of marketing brochures,
  - Play (leading mobile phone operator in Poland): copy editing of billboards, social media campaigns,
  - AmRest (KFC franchise): translation and copy adaptation of briefs and media campaigns

### **Human Resources** (15 years of experience, +200,000 words)

- evaluation questionnaires, job descriptions, development programmes, employee trainings, incentive & motivation programmes, all kinds of HR-related material
- Clients: Integrity Solutions, Statoil, DHL, sanofi aventis, Johnson&Johnson, GSK

### **Law** (12 years of experience, +150,000 words)

- various types of civil law and common law contracts, BMD certificates, court documents, powers of attorney etc., privacy notices, terms and conditions of use
- Clients: international law firms, private and public sector companies

### **Medical** (8 years of experience, +150,000 words)

- various types of legal-medical documentation (consent forms, clinical trial agreements, patient questionnaires, vigilance & regulatory affairs letters)
- Clients: major international pharmaceutical companies and research institutes (Pfizer, ICON, GSK, sanofi-aventis, Novo Nordisk)
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### **Management & Corporate Communications** (12 years of experience, +100,000 words)

- a book “Enduring Success: What Top Companies Do Differently” dealing with management strategy; numerous CEO speeches on company management; documents dealing with management strategies
- Clients: book publishers (WoltersKluwer), private sector companies

### **Politics & Journalism** (12 years of experience, +100,000 words)

- speeches, articles, political analyses, publications, website content
- Clients: regular co-operation with the Chancellery of the Prime Minister of Poland, and the Chancellery of the Polish Senate; Helsinki Foundation for Human Rights

### **IT** (12 years of experience, +150,000 words)

- product descriptions (anti-virus software, data storage solutions, various types of software), SAP implementation, Microsoft Office implementation (employee trainings)
- Clients: IBM, Symantec, NASK (Polish Internet provider), Telekomunikacja Polska (Polish telephone provider)

### **Film** (15 years of experience, +200,000 words)

- press-books, interviews, website content, synopses
- Clients: Netflix, Warner Bros. Poland, film production companies

### **Humanities** (8 years of experience, +200,000 words)

- translation of +15 books dealing with history, psychology and religion

- Since 2005 Regular co-operation with leading Polish and international translation agencies, publishing houses and advertising agencies, public and private sector companies
- 2006-2016 A **proof-reader** and **editor** for one of the biggest translation agencies in Poland (**GET IT**), checking around 500 pages of EN-PL and PL-EN texts every month.
- 2006-now Translated **15 books** from such diverse areas of knowledge as: **management, history, psychology and religion.**

## **COURSES AND TRAININGS**

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|-----------|---|
| 2011      | Course in Polish and English law (University of Warsaw)                           |
| 2009      | Advanced SDL Trados Studio 2009 training  |
| 2008-2009 | Course in editing and proof-reading of translated texts                           |
| 2008      | Advanced SDL Trados 2007 training   |
| 2005      | Course in translation of children's books   |
| 2005      | Course in translation of academic texts   |
| 2004/2005 | Translating tourism (Polish and English texts)                                    |
| 2004      | Translating politics (course in translation of Polish and English press articles) |
| 2004      | Course in legal translation   |

## **SKILLS**

- advanced computer skills (Microsoft Office, Internet, OCR software)
- advanced CAT software user (SDL Trados, Wordfast Pro, MemoQ)

## **MAIN STRENGTHS:**

- accuracy
- flair for words
- diligence
- dozens of satisfied customers

## **REFERENCES AVAILABLE UPON REQUEST**