



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Magda Lassota**

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Nationality Polish

Date of birth 17/08/1984

Gender Female

Desired employment / Occupational field

Translator/proofreader

Work experience

Dates 2008-present;
Occupation or position held freelance translator/proofreader
Main activities and responsibilities Translation and proofreading of texts from various fields of expertise from Dutch and English into Polish

Dates 2008-2010 Senior Project Manager
Occupation or position held Senior Project Manager, in-house translator and proofreader
Main activities and responsibilities Senior Project Manager, in-house translator and proofreader
Responsibilities: management of translation projects, coordination of project workflow, contact with clients and translators, translations of new incoming texts on regular basis, proofreading and revision of the translated texts, implementation of new CAT tools at the company, training of new staff
Name and address of employer EstEnter Translations BV

Dates April 2007
Occupation or position held Company Manager and Dutch/Polish, Polish/Dutch translator/interpreter
Main activities and responsibilities leading an opera tournee
Name and address of employer Supierz Music Management, Amsterdam

Dates 2007
Occupation or position held Translator
Name and address of employer Social Services Authority in Bystrzyca Klodzka

Education and training

Dates 2004-2009
 Title of qualification awarded Master of Arts Dutch Filology
 Name and type of organisation providing education and training University of Wroclaw

Dates 2007-2008
 Title of qualification awarded scholarship
 Name and type of organisation providing education and training Higher Institute for Translators and Interpreters in Antwerp (translation for voice-over and subtitling)

Dates 2005-2007
 Title of qualification awarded Certificate of Proficiency in English
 Name and type of organisation providing education and training British Council in Wroclaw

Personal skills and competences

Mother tongue(s) **Polish**

Other language(s)

Self-assessment
 European level (*)

English

Dutch

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient
C2	Proficient	C2	Proficient	C1	Proficient	C1	Proficient	C1	Proficient

(*) [Common European Framework of Reference for Languages](#)

Computer skills and competences

Microsoft Windows Vista – expert
 Microsoft Office – expert
 XTM – expert (CAT tool)
 Wordfast - Intermediate
 Internet browsers - expert

Fields of expertise

Medical (general, insurances, trials, instruments, etc.)
 Law (patents, contracts, copyright, etc.)
 IT, computers
 Games and toys
 Tourism and Travel
 Transportation
 Tech/engineering (general)
 Marketing
 Safety, manuals, instructions for employees, HACCP, etc.
 and many more