

PERSONAL INFORMATION



Iveta Ružičková Fiľová

 Dobroč 198, 98553 Mýtna, Slovakia
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 ivkafilova@gmail.com

 Skype ivkafilova

Sex female | Date of birth 09 August 1973 | Nationality Slovak

POSITION

Translator, proofreader, language specialist

WORK EXPERIENCE

April 2002 – present

Translator/Proofreader (language combinations: EN-SK, EN-CZ, SK-EN, CZ-EN, CZ-SK, FR-SK), English, French and Slovak (as a freelancer, Trade License, manager of own company)

- **Pharmacy - pharmaceutical, clinical trials and medical instruments** - SPCs, PILs, studies/clinical trials, protocol synopsis, informed consents and agreements, life quality questionnaires, AE and SAE reports, MedDRA system, genetic studies, veterinary regulatory documents, regulations regarding animal welfare, etc. Final clients included: EMA, Bayer HealthCare, PAREXEL, Pfizer, Abbott, AbbVie, GlaxoSmithKline, Merck, Vitalograph, ICON, SCHWARZ BIOSCIENCES GmbH, Boehringer Ingelheim, Bayer HealthCare, Covance, Inc., Mylan, Nestlé, etc. Projects included: medical products for diabetes, Alzheimer, Parkinson, pulmonary diseases, respiratory diseases, allergy/asthma, radiolabeled products, oncological products, biosimilars, inhalators, assays, analysers, MMR vaccines, infection diseases, cUTI, epidemiology reports, topicals, coeliac disease, ulcerative colitis, etc.
- **Medicine – medical instruments** – IFU and other documents for surgical instruments, reconstruction surgery, cardiology, pacemakers, gynecology, CTs, catheters, sutures, spinal surgical systems, mini-invasive surgery, priming systems in transplantations, dentistry, etc. Final clients included: GE, Boston Scientific, Bioscience Webster, Johnson&Johnson Company, Edwards Lifesciences, DePuy Mitek, Philips, etc.
- **Patents** - SANOFI-SYNTHÉLABO, Henkel, Knauf, pharmaceutical products patent applications, EU regulatory and harmonization documents related patents
- **European related projects** (European Parliament, European Commission, e.g. Directorate-General for Enterprise and Industry, European Parliament verbatim reports, amendments, eur-lex.europa.eu)
- **Banking and Finance** (Allianz, BNP Paribas, Franklin Templeton, SUEZ, AGIF, Bloomberg, Banque Privée Edmond de Rothschild Europe, Tatra banka, UniCredit Group, stock exchange and forex, balance sheets, financial statements, annual reports)
- **Automotive industry** (Nissan, Ford, Volvo, Scania, Chevrolet, Renault, Tom-Tom, daily news reviews for Kia)
- **Law** (Ministry of Construction and Regional Development of the Slovak Republic, laws, drafts, various lease agreements, credit agreements, assigning debts, etc.)
- **IT and Computers** (Google, Bluetooth, Novell, Sony-Ericsson, TEMPEST, Bigpoint)
- **Technical documents and manuals** (Ponsse, Vacon, Siemens, Philips)
- **Energy** (ENEL, Stredoslovenska Energetika, member of EDF Group, Siemens)
- **Subtitles** (movies, company adds, EU projects)
- **Other:** mining, astrophysics, movie subtitles and advert subtitles, agriculture and food industry, forestry and wood industry, tourism and hotels (Booking.com), computer games manuals (Finding Nemo, Skyrama, Grand Theft Auto), falconry, fiction (book, sci-fi stories) and film script (independent project), natural sciences (Orava Museum)

Daily volume of translation: approx. 3,000 – 5,000 words

Business or sector Translation and other linguistic services

April 2002 – 2007

Teacher and lecturer:

- **Teacher of English, French and Slovak (for foreigners)** for private schools (groups, children, one-to-one) and private corporate clients (basics, banking English and stock exchange, management, advertisement, conversation, preparation for school-leaving exams) for various clients including: OTP Banka Slovensko, Ministry of Construction and Regional Development of the Slovak Republic, HVB Bank Slovakia, Anasoft APR, Orange, Tetrapak, children and one-to-one courses, etc.
- **Lecturing computer courses** – MS Word, Excel, Power Point, web page creation, Internet

Business or sector Education

April 2005 – February 2007

Specialist in charge of wood protection and tourism

LESY, SR, š.p., forest enterprise Čadca, Slovakia

And LESY, SR, š.p., forest enterprise Rimavska Sobota, Slovakia

- Providing wood protection, financing of projects from EU funds, purchase of materials, tourism and accommodation services

Business or sector Forestry – management of state owned forests

September 2001 –
September 2002

Film Manager

Renesans, s.r.o., Banská Bystrica, Slovakia

- Negotiations with sponsors, contacting international film festivals organizers, participation in film festivals, preparation of advertising materials, translation of film script

Business or sector Advertising, publishing, real-estates

February 2000 – August 2001

Procurement Specialist

Bučina Ekostavby, a.s., Zvolen, Slovakia

- Purchase of materials for the equipment and production of prefabricated family houses, agreements and certificates, negotiations with suppliers

Business or sector Construction

September 1996 –
September 1999

Full-time postgraduate student at the Department of Forestry at the Faculty of Forestry (not completed)

Technical Univerzity in Zvolen, Zvolen, Slovakia

- Outdoors measurements in natural forests and virgin forests and evaluation of results, laboratory evaluations of symbiosis and root system, assistance in outdoors trainings for students, translation and work with text in English, French, Czech, Russian, Polish.

Business or sector University – education and research

EDUCATION AND TRAINING

2006

State Language Exam in English

C1

Štátna jazyková škola, Bratislava, Slovakia

- State exam in English language

2004

Certificate of Advanced English

C1

University of Cambridge

- English language

1991 – 1996

MSc

ISCED5B

Technická univerzita Zvolen, Slovakia

- Technical University in Zvolen, Slovakia, Faculty of Forestry, main subject: forestry, other subjects: genetics, biology, biochemistry, phytology, geodesy and forest management, management and economics, forest exploitation and mechanizations, forest constructions and ameliorations, forest protection and game management including animal diseases, silviculture, French, English, Russian

1987 – 1991

Replace with qualification awarded

ISCED3A

Gymnázium B.S.Timrava (Secondary Grammar School), Lučenec, Slovakia

- Secondary study

PERSONAL SKILLS

Mother tongue(s) Slovak

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
State exam in English, Certificate of Advanced English					
French	C2	C2	C1	C1	C2
Czech	C2	C2	C2	C2	C2
Russian	C2	C2	C1	C1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills

Ability to cooperate and communicate well in multicultural environment, ability to work under pressure, willingness to learn new skills and proceed to new levels.
Working for international science fiction and fantasy festival where I helped accompanying and preparing program for international guests such as John Howe (Lord of the Rings), Craig Parker (Lord of the Rings), Michael Sheard (Star Wars, Indiana Jones)

Temporary work

Emergency and assistance service
▪ coordination of emergency teams in emergency actions, communication with people, handling of accounts and preparing documents for accountant

Organisational / managerial skills

Ability to manage and organize group of people
Ability to teach medium size group of people of various ages

Computer skills

CAT tools (excellent): Trados, Trados Studio 2009 and 2011, WordFast, Across, memoQ, Star Transit, Memsource, Smartling, Translation Workspace, Google Translator Toolkit, Felix 5 editor, etc.
Standard office packs (excellent): MS Office, Open Office
Graphic programs (good): Adobe (Acrobat)
Html (good): basic knowledge of coding in HTML
Basic knowledge in programming
Internet and standard internet communication tools (excellent)

Other skills

- Artistic skills: writing stories, short novels, short cartoon published in newspaper and magazines
- Typewriting, falconry, horse riding, biking, sailing

Driving licence

Category A, B, C, AM, T

ANNEXES

SLOVENSKÁ REPUBLIKA
TECHNICKÁ UNIVERZITA VO ZVOLENE **LESNÍCKA FAKULTA**

B * 000611

DIPLOM

Študentka

Fil'ová Iveta

narodený (á) *9. augusta* 19 *73* v *Lucenci* okres *Lucenec*

skončil (a) vysokoškolské štúdium vykonaním štátnej skúšky v študijnom odbore *Lesníctvo*

špecializácia: *Pestovanie a ochrana ekologicky stabilného lesa*

Podľa § 21 ods. 2 zákona č. 172/1990 Zb. o vysokých školách sa mu (jej) priznáva akademický titul

inžinier (Ing.)

V *Zvolene* *17. júna* 19 *96*

[Signature]
rektor

LS

[Signature]
dekan

ŠEVT - 26 383 2

XI/93

Nikara - Róbert Jurových 0551/93



UNIVERSITY of CAMBRIDGE

ESOL Examinations

English for Speakers of Other Languages

Level 2 Certificate in English (ESOL)*

This is to certify that

IVETA FILOVA

has been awarded

Grade C

in the

Certificate in Advanced English

Council of Europe Level C1

Date of Examination **JUNE 2004**

Place of Entry **BRATISLAVA**

Reference Number **046SK0055030**

Accreditation Number **100/2033/0**

*This level refers to the UK National Qualifications Framework

M. Milanovic
Michael Milanovic
 Chief Executive

Date of Issue 09/08/04

Certificate Number 0012302190



SLOVENSKÁ REPUBLIKA

Štátna

Palisády 38, 811 06 Bratislava

JAZYKOVÁ ŠKOLA

Číslo 203 2005

VYSVEDČENIE

o štátnej jazykovej skúške

Meno a priezvisko: Ing. Iveta Fiľová Rodné číslo: 7358097835

Dátum a miesto narodenia: 09. august 1973 Lučenec

vykonan(a) dňa 18. januára 2006

všeobecnú

štátnu jazykovú skúšku

pre odbor

anglického

z jazyka

s celkovým prospechom prospela veľmi dobre

Vysvedčenie je podľa vyhlášky Ministerstva školstva SR č. 44/1996 Z. z. o jazykových školách a štátnych jazykových školách a o štátnych jazykových skúškach, dokladom o dosiahnutí znalosti uvedeného jazyka na úrovni všeobecnej štátnej jazykovej skúšky s rozsahom vedomostí, ktoré zodpovedajú 840-980 hodinám výuky a stupňu C1 Spoločného európskeho referenčného rámca pre jazyky (CEF).

Bratislave

18. januára 2006

V dňa

Paclová

predseda skúšobnej komisie


Fiľová

riaditeľ školy