

Curriculum Vitae



Personal Details:

Name and surname: **Natalia Surma**
Mobile Phone: **+48 781 20 30 68**
E-mail: **info@surmatranslations.com**
Nationality: **Polish**

Profile:

Areas of work: PL-EN, EN-PL **translation**
PL-EN, EN-PL **interpreting:** simultaneous, consecutive, liaison, chuchotage
Linguistic **proofreading**
Subtitling

Fields of expertise: automotive, IT, renewable energy sources, environment, websites and website localization, economy, sociology, linguistics, automotive industry, European Union, politics, music

CAT tools: MemoQ, Déjà Vu, Trados

Education:

10.2009 – 06. 2011 Translation and interpreting studies at **the School of Translation, Interpreting and Languages in Poznan**, course in conference interpreting

05.2011 **European Parliament - interpretation internship** (simultaneous interpreting of group and committee meetings)

10.2010 **Scholarship** from DG Interpretation (European Commission)

09. 2007 – 06. 2009 **MA in English linguistics** (sociolinguistics, gender studies), Adam Mickiewicz University School of English, Poznań, Poland

09-12.2007 Socrates-Erasmus scholarship, University of Limerick, Ireland

10. 2004 – 06.2007	BA in English linguistics (first language acquisition) Adam Mickiewicz University School of English, Poznań, Poland
06.2004	Karol Marcinkowski High School in Poznań, Poland
09. 2003	TOEFL Certificate: Test of English as a Foreign Language
09.2002 – 08.2003	Private tutorials with an English native speaker

Work Experience:

2008 – now	Cooperation with translation centres and companies (around 200 hours of consecutive and simultaneous interpreting, around 3000 pages translated)
2007 – now	Providing translations to private clients
05.2010 – 07.2010	Internship in mLingua Worldwide Translations translation agency
02.2010 – now	Voluntary translations: Articles for an Internet magazine “Niezbędnik Rodzica” Films for the DIY Film Festival Articles for MA theses (medicine, agriculture), CVs
26. 04. 2008	Guest lecture about child-directed speech and first language acquisition at the international conference “Young Linguists’ Meeting” in Poznan
09. 2008 - now	Language School “Empik” – teacher of English
02. 2008 – 06.2011	Language school “Mentores” – teacher of English
09. 2002 – now	Private tutor of English

Foreign languages:

English	Proficiency level
German	Intermediate level (B2)
Spanish	Elementary level (A1)

Abilities:

- Experience in public performances of all kinds (lectures, concerts)
- Experience in working in a translation agency (managing customers, conducting Déjà Vu workshops, providing technical advice to translators and editors)
- 1st place in National Translator’s Contest (category: prose) organized by Samuel B. Linde College of Modern Languages (2004)
- Driving licence (Cat. B)

- Expertise in IT skills
- Knowledge of music, especially choral music
- Eagerness to improve and develop my abilities; loyalty and honesty; strong motivation to work, conscientiousness

Hobbies and interests

- Choral music (membership in Musica Viva, Poznan University of Economics Chamber Choir)
- Sociolinguistics
- Travelling and learning about different cultures
- Literature
- Film adaptations of literary works
- Politics
- Economy
- Youngtimers

I give my permission for the processing of my personal data that is essential for the recruitment process, in accordance with the Act of 29.08.1997 on the Protection of Personal Data (Journal of Laws No. 133, item 88, as amended).