

## **EDUCATION:**

- April 2021 **Diploma in Translation, CIOL IoLET**
- 2014-2015 **Postgraduate Studies in Translation, University of Wrocław**
- 2010-2013 **University of Wrocław**  
*BA in English Studies, Translation*
- 2008 **The Warsaw School of Social Sciences and Humanities**  
*Training Projects Management – postgraduate studies*
- 2003-2004 **University of Economics in Wrocław**  
*Modern Human Resources Management – postgraduate studies*
- 1997 –2002 **University of Opole**  
*MA in Political and Social Science*

## **PROFESSIONAL EXPERIENCE:**

July 2013 - **MAGA Translations Agnieszka Klicińska**  
**[www.magatranslations.pl](http://www.magatranslations.pl)**

**EN-PL & PL-EN Freelance Translator, Founder & Owner**

Translation of technical, commercial and other texts, i.e.:

- manuals,
- technical specifications,
- HSE, construction and building documentation,
- IT & software,
- press articles on science and technology issues,
- news and current information on law, social, political and science issues,
- contracts,
- commercial and financial documentation,
- websites,
- tour guides,
- equestrian regulations and novels,
- cooking recipes and menus.

**June 2013 – December 2014: Live Info International, Hungary**

EN – PL translation of news and press articles for subtitles to videos published in the nationwide Polish news websites.

May 2010 –  
July 2013 **BLUEBABEL – Translation Agency, Budapest**  
**EN-PL & PL-EN Translator**

Translation of automotive catalogues and brochures , IT software & commercial texts, tour guides.

**FAMAK SA Machinery and Equipment Factory**

June 2002 –  
October 2014

**June 2011 – October 2014 Sales/ Translation Specialist in the Commercial Department**

EN-PL Translation of financial, technical and commercial documentation, offers, contracts, ISO & NORSOK procedures and regulations. Other responsibilities: customer service, offers valuation and elaboration etc.

**October 2005 – May 2011 Professional Development Specialist in the HR Department**

EN-PL Translation of HR documentation including financial and HR reports, HSE documentation including HSE reports, risk assessment, work stands description. Other responsibilities: students' internship supervising, training plan implementation and evaluation, training plan financial control, employees career development planning, etc.

**September 2002 – September 2005 Knowledge Management Specialist in the HR Department**

Professional adaptation programme for new employees, training, conducting the surveys, etc.

**June 2002 – trainee**

**MEMBER OF:**



## **ENGLISH TRAININGS:**

- 2021 DipTrans Examination (Semi-Specialised). Exam passed.
- 2020 DipTrans Examination (Semi-Specialised & Specialised Parts).
- 2018 – 2019 DipTrans Examination Training, *Textem*, Warsaw (January 2019 – Exam Passed in the "General" Part)
- 2016 Business School for Translators by Marta Stalmaszek, *Wantwords*, London, UK
- 2016 Training for Certified Translators, *Textem*, Warsaw
- 2013 – 2015 Individual Training for TOLES Advanced exam (passed on 06/25/2015), *Multilingua*, Kluczbork
- 2008 – 2010 Individual Training with American Native Speaker
- 2006 – 2008 Upper Intermediate English Course, *The Traveler*, Kluczbork
- 2005 Business English Course, *Profi*, Kluczbork
- 2004 – 2005 Intermediate English Course, *Profi*, Kluczbork

## **OTHER SKILLS AND INTERESTS:**

- Extensive knowledge of MS Office, esp. Word, Excel & PowerPoint, MemoQ, Trados, Wordfast,
- Basic German,
- Clean driving licence B,
- Travelling, hiking, reading.

## **PERSONAL GOALS:**

- Translating Literature, esp. Equestrian Novels,
- Learning Russian,
- Becoming Sworn EN-PL Translator.