

**Name:** Wiktor Balut  
**Address:** 124 Kinfauns Road, Ilford, London, Greater London, IG3 9QL  
**Mobile:** +44 (0) 7 999 054 290  
**E-mail:** wiktoria.balut@gmail.com  
**Nationality:** Polish

**Languages:** A: Polish, B: English

### **Work experience:**

2009 – now: Interpreting, translation, proofreading and transcription services for agencies, companies, publishers and direct clients (e.g. Amcor, the Presence Group CAMPS Solicitors, RR Donnelley, Essex Interpreting, LITS, Chapter 1, UCLan, Transcription Global, Polish Saturday School in Preston, Ikona, Douglas Clift & Co.).

Interpreted at: conferences, business meetings, barrister's chambers, courts, hospitals and clients' homes with topics ranging from European Works Council, to mental disorders, law and education.

Translated: books, advertisements, manuals and a variety of legal and medical documents in most digital file formats including PDF, PPT, HTML etc.

2008 – 2010: Administration, design and promotion of a sports club's website. Designing, manufacturing and distribution of promotional products (posters, logos, sportswear), photo editing, customer service.

### **Education and training:**

2011 – 2012: MA with merit of Interpreting and Translation. University of Central Lancashire in Preston, UK.

2008 – 2010: English language teaching qualifications. State Higher Vocational School in Tarnow, Poland.

2006 – 2010: BA in English Philology. State Higher Vocational School in Tarnow, Poland.

**Interpreting modes:**

Simultaneous, Consecutive, Business, Liaison, Whispered interpreting

**Computer skills and competences:**

- Trados 2011, MS Office, computer graphics and video editing software: Illustrator, Photoshop, Corel, Premiere Pro.
- Clean driving license.

**Professional memberships:**

NRPSI

**Areas of interest:**

Public speaking, languages, travelling, computer graphics, sketching, movie-making, Brazilian jiu-jitsu.

Reference letters available upon request