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Helena Marzec-Gołąb

Selected experience	October 2016 – present	Lionbridge sp. o. o., Warsaw, Poland
	Language Lead	
	<p>Preparing linguistic reference materials for vendors (glossaries, style guides, localization kits, translation memories)</p> <p>Supporting vendors in the translation process, including query management and solving linguistic issues</p> <p>Supporting project managers and vendor-management-related tasks, including task allocation, organizing external quality control</p> <p>Performing quality assurance and control tasks with regard to materials provided by vendors and ensuring compliance of deliverables with client requirements;</p> <p>Working with clients on reference materials, terminology and linguistic quality matters</p> <p>Working in internal CAT tools: Freeway, TMS, Linguistic ToolBox, Translation Workspace XLIFF Editor</p> <p>Translating internal communication and supporting translation department</p>	
	May 2011 – present	Marcepanna, Warsaw, Poland
	Translator/interpreter	
	<p>Language pairs: PL <-> EN, FR<-> PL, FR <-> EN, ES -> PL, FR, EN</p> <p>Key specializations : Marketing, New Media, TV production & programmes, subtitling, Sciences and Humanities, IT</p> <p>Customer and vendor management</p> <p>Translating, transcreation, copywriting, editing, and interpreting</p> <p>CAT tools: SDL Trados Studio 2019, Wordfast Anywhere (working proficiency), memoQ, Across (beginner)</p>	
	May 2011 – July 2015	Alter Art Festival, Warsaw, Poland
	New Media Assistant	
	<p>Translating and editing entire marketing communication into English (websites, mobile apps, presentations, etc.)</p> <p>Working with YouTube and Google on the first ever festival live stream in Poland for Open'er Festival</p> <p>Festival, concert and family entertainment event promotion and PR</p> <p>Event websites and mobile applications CMS updates</p> <p>Mobile application project management</p> <p>New media (YouTube, Google AdWords, Facebook, Twitter) campaign planning, implementation and reporting</p>	
	October 2010 – May 2011	Vice Magazine Poland, Warsaw
Junior Account Executive		
<p>Support of ad sales, media partnerships and public relations</p> <p>Translating marketing communications, reprints and re-posts from international editions</p>		
July 2008 - December 2009	Central European Organisation	

	Junior Tour Manager	
	Social media and online merchandising store management	
	July 2004-October 2013	“Przekrój” weekly magazine Screenagers.pl Elephant Shoe and others
	Trainee & Freelance Writer	
	Research, writing news items	
Education	October 2010 - June 2013	Institute of Cultural Studies and Anthropocentric Linguistics (currently Institute of Specialist and Intercultural Communication), Warsaw University
	MA in Philology (Specialist Translations)	
	October 2005 - July 2010	Institute of Sociology, Warsaw University
	MA in Sociology	
Voluntary projects	CSR Program Coordinator at Lionbridge Poland (2016 – present) “Ocalenie” Foundation, Warsaw: teaching English (2015) SOS Food Bank in Warsaw: Christmas food collection and charity concerts coordinator (2005 – 2010) Les petits frères des Pauvres, Nancy, France: summer camp coordinator (2005 – 2010) Amnesty International: press campaigns translation (2005 – 2006)	
Languages	Fluent English (Certificate of Proficiency in English - grade A, 2006) Fluent French (DALF C2 certificate, 2010) Intermediate Spanish (B2 level course) Basic Welsh	
Other skills	Strong communication and organisation Love for technology, computer literacy: fluent in Windows, Mac O/S, Linux, MS Office, CMS, WordPress and other platforms Driving licence B	
Interests	Reading, writing, alternative rock music, sociology of careers	

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