Miroslav Klempar

125 Broadway West

Walsall

Contact: +44 07412819708 West Midlands

 +44 1922279689 WS1 4DW

04th December 2012

*Translating job request.*

Dear Sir/Madam,

 I would like to offer my service as Czech translator. I feel this is an excellent opportunity to enhance my skills and experiences with a successful company and to develop my proficiency further within the translating service.

I have got 10 years’ experience in interpreting and translating for Czech and Slovak community, and translating for busy emigration solicitors.

I have enclosed my CV with this letter, which I hope you will find useful, and I am looking forward to hear from you.

Yours truly

 Miroslav Klempar

 

CURRICULUM VITAE

PERSONAL INFORMATION

**Name:** Miroslav Klempar M**artial Status:** Married

**Date of Birth:** 19/10/1964 **Gender:** Male

**Home Address:** 125 Broadway West **Telephone:** 01922 279689

Walsall **Mobile:** 07412819708

West Midlands **Email:** m.klempar@seznam.cz

# EDUCATION

**Metropolitan Police Test** ( London U.K. ) November 2012

**Language school in Czech Republic** ( Ceske Budejovice) Sept. 1992 – June 1995

**Ostrava Colleague**  (Ostrava) Sept. 1979 – June. 1981

**Palackeho school Czech Republic (**Ostrava) Sept. 1970 – June. 1979

# SKILLS

I speak fluently English, Czech, and Slovak languages.

During my period of work at C.A.T.S., **I** have learned many skills from translating and interpreting at hospitals, local surgeries and schools, for Czech and Slovak community and working for Hague solicitors I learned Immigration and EU law and Inland Revenue requirements for EU nationals. This enabled me to develop very good communication skills, both written and oral, as well as develop my team working, interpersonal, motivational, organizational, time management and planning skills. It has also helped me to work at high levels of accuracy, to be able to correct translating, and the ability to work under pressure. Through my education and employment history I have acquired many essential computing skills, which include working with Windows, and I have excellent knowledge of Trados, Microsoft Office, and all sorts of internet tools.

#### W O R K E X P E R I E N C E

**Sept 2011 – Now Legal Interpreting service**

*Responsibilities:*

* Interpreting for Czech and Slovak.
* Interpreting at Courts and Solicitors.
* Translating legal documents

*Skills Learned:*

* Ability to understand English juridical language written and spoken

**Nov 2009 – Sept 2011 Absolute Translating**

*Responsibilities:*

* Interpreting for Czech and Slovak.
* Interpreting at NHS and social services.

*Skills Learned:*

* Organisational, communication, motivational, team working and time management skills gained.

*Achievements:*

* Adapting in a busy, pressurised and challenging environment and undergoing significant change

**Oct 2005 – Sept 2009**  **M K Building**

*Responsibilities:*

* Working as general builder and joiner.

*Skills Learned:*

* Organisational, communication, motivational, team working and time management skills gained.

**July 2002 – Sept 2005: Hague All Saints Centre Solicitors Wolverhampton**

*Responsibilities:*

* Interpreting for Czech and Slovak refugees.
* Translating legal and emigration documents.
* Interpreting at Immigration Court hearings.

*Skills Learnt:*

* Ability to understand English juridical language written and spoken.
* Working to high levels of accuracy and the ability to communicate effectively at all levels.

**Jan 2001 - July 2002: C.A.T.S. Interpreting service Walsall**

*Responsibilities:*

* Interpreting at hospitals, surgeries, schools and local magistrates.
* Translating written documents.

*Skills Learnt:*

* Punctual timing, good communication skill and friendly service.
* Ability to prioritise and organise workload efficiently and communicating at all levels of the departments

*Achievements:*

* Used initiative, perseverance and drive to allow all tasks to be completed efficiently and effectively.

Contacts of referees:

* Hague All Saints Centre 01902 572 111
* Absolute Translating 0121 356 3229
* Legal Interpreting Service 01612035687

 **I N T E R E S T S**

I take a keen interest in football and billiard. I also enjoy swimming at my leisure centre. I enjoy travelling and I have been to many places around the world. I also enjoy cooking, reading and socialising with friends.

###### *M O R E I N F O R M A T I O N S A N D R E F E R E N C E S A R E A V A I L A B L E O N R E Q U E S T*