

Lucyna Procházka  
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email. lucyna.prochazka@gmail.com  
Country of residence: Scotland, UK

## **Profile**

An ambitious, trustworthy and diligent translator and interpreter. Well organized and not afraid of challenges.

## **Education**

The Translation Studies Center, Sosnowiec, PL - medical and legal translations course, 2011-2012

The Translation Studies Center, Sosnowiec, PL - conference, consecutive interpretation and written translations course, 2010-2011.

University of Glasgow - MPhil in English Language and English Linguistics, 2004-2005.

Katowice School of Market Management and Foreign Languages, Katowice, PL - BA in Business English, 2001-2004.

## **Translation Experience**

Transcool translation agency: Translations and proofreading in areas: medical study, substation construction project, air system test tender.

Ambit BTC: Translations in areas: T&Cs of a webcam service, menu cards, dietary instructions.

Instytut Spraw Obywatelskich (The Civil Affairs Institute): Translation of a GMO report.

"Komentarz" magazine: Translations in areas: literature (T.S. Eliot), architecture (C.R. Mackintosh), education level report, an essay on urbanity.

Other translations: dissertations' summaries (fashion, terrorism, social sciences), technical specifications (knife gate valves, sulfur hexafluoride)

## **Other Work Experience**

Technology Services Group Ltd, Glasgow

January 2009 - March 2010

Internal Account Manager

Job Description: Sales and Marketing departments cooperation, company's in-house system administration, online consumables sale administrator, coordination of seminars, trainings, meetings.

Solution Canvas Ltd, Glasgow

August 2007 - January 2009

Office Manager

Job Description: Financial administration (invoicing, reporting, online banking), PA to the company's directors (organizing business trips, meetings, conferences), other duties (liaison with local organisations and council, tendering, proofreading, employees' inductions, customer service).

Carpetright PLC, Glasgow

April 2006 - May 2007

Retail Sales Administrator

Job Description: Customer service, liaison with distributors and manufacturers, reporting, invoicing, ordering, company's in-house system administration.

## **Unpaid work**

Miejski Ośrodek Pomocy Społecznej (Local Community Advice Bureau), Katowice

February 2004 - July 2004

English language teacher

Job Description: teaching English to the group of the unemployed, preparing handouts, responding to individual needs.

## **Software**

MemoQ, Adobe Acrobat, MS Office

## **Hobbies**

Literature (mostly European classical literature), translation studies, linguistics, environment protection, ecology, music, cooking and baking.