

Gabriela Kadlecová

Translator, Interpreter, Subtitler

Guided by my curiosity and passion about languages, I perfected my linguistic skills and also dived into project and vendor management. I take great joy playing with words and helping people to communicate and always push myself to challenges.



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WORK EXPERIENCE

Translator, Interpreter and Subtitler Freelancer

08/2013 – Present

The Czech Republic

Interpreting and Translation for Various End-clients and LSPs

- Translation, subtitling, transcreation, copy-writing, copy-editing, proofreading, localization
- Conference interpreting, consecutive and simultaneous interpreting, whispering interpreting, liaison interpreting, relay interpreting, telephone and online interpreting

Vendor Manager

České překlady s.r.o.

09/2018 – Present

The Czech Republic

Language Service Provider

Tasks

- Searching and contracting new suppliers and vendors, managing a vendor database and translator care in general
- Representing the company in various conferences and events and co-organizing the Meet Central Europe conference
- Responsible for quality management and standards such as ISO 17100

Project Manager and Vendor Manager

České překlady s.r.o.

02/2017 – 08/2018

The Czech Republic

Tasks

- Manage the entire life cycle of multiple localization projects in a fast-paced environment and establish and maintain vendor relations

Copy-writer

Cancún Adventure Tours

09/2015 – 08/2016

Mexico

Tasks

- Copy-writing and copy-editing tourist content

Other Work Experience

2007-2016

Occupation

- Business English Lecturer (Mexico)
- English Lecturer and student competition organizer (Mexico)
- Subtitler and Interpreter for IFF AFO (The Czech Republic)
- Academic Researcher (The Czech Republic)
- English Lecturer (The Czech Republic)

LANGUAGES

Czech
Native or Bilingual Proficiency

English
Full Professional Proficiency

Spanish
Full Professional Proficiency

SKILLS

Communication

Leadership

Negotiation

Creativity

Note-Taking for Interpreting

Analytical Thinking

Systematic Approach

TECHNICAL SKILLS

CAT

Memsources, Wordfast, memoQ

Subtitling Tools

VisualSubSync, Subtitle Workshop, Aegisub

Office Tools

Microsoft Office, Photoshop, Audacity, Salesforce

DOMAINS

Marketing

E-Commerce

TV Series

Tourism

Documentary Movies

Scientific Texts

Economics

Beauty Industry and Cosmetics

Law

Electronics

Technical Texts

Public Relations

Food Industry

Health Care

Telecommunications

IT

EDUCATION

Translation and Interpreting (MA, 2013)

Palacky University

English for Business (BA, 2011)

University of Ostrava

English Literature (Erasmus, 2010)

Leeds Beckett University

STAYS ABROAD

The United Kingdom (one year), Mexico (two years), Chile (six months)

REFERENCE

Ondřej Nosek (Translation Coordinator for AFO Festival)

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