



# Martyna Wojtczak-Grochocka

Technical Translator



## Summary



### Why me?

I am a translator with over 10 years of experience and substantive background in technical translation with particular emphasis on translating for the road construction industry. I have extensive experience in managing a large team of people, all of them with various skillsets. I have also successfully assisted the managerial staff at Salini Impregilo during meetings with subcontractors and the Employer, providing interpreting but also maintaining good relations with them on a daily basis.

I am skilled in problem-solving, accustomed to working in a fast-paced environment with priorities shifting on an hourly basis. I have successfully translated countless pages of technical documents and contractual correspondence as well as numerous contracts and agreements. My ability to work under pressure and always maintain professional, amicable relations with coworkers and subcontractors will surely prove an asset to you. I am a fast learner and rather knowledgeable when it comes to new technologies. You would be hiring an organized and dependable candidate, successful at managing multiple priorities with a positive attitude.



## Work History

2013-10  
- 2013-12



### Project Coordinator

*SDL, Bydgoszcz*

- coordinating translation projects in different languages for accounts such as prominent clothing brands and international retailers,
- cooperating with external translators all over the world,
- maintaining good, professional relations with clients and translators alike,
- preparing reports on the status of translation projects
- managing the translation projects using a native SDL CMS system

2014-03  
- 2017-05



### translator/translations manager/director's assistant

*Salini Impregilo, multiple*

- translating technical documentation and contractual correspondence
- managing a team of 10+ external translators, assigning tasks and providing QA for their work,
- managing correspondence at the construction site office of the S7 expressway in Rabka Zdrój,
- acting as the director's assistant, providing interpreting during meetings, scheduling meetings with subcontractors,
- maintaining good cooperation and relations with translators and construction subcontractors,

2017-05  
- present



### owner/translator

*Już tłumaczę , Toruń/Skype*

- providing translation services to customers directly and via translation agencies (Polish-English-Polish),
- creating articles and newsletters in English for companies in the entertainment industry,



## Personal Info

### Email

[martyna.wojtczak@gmail.com](mailto:martyna.wojtczak@gmail.com)

### LinkedIn

[www.linkedin.com/in/martyna-wojtczak-grochocka-68528a14a](https://www.linkedin.com/in/martyna-wojtczak-grochocka-68528a14a)

### Phone

+48785507002



## Software

Trados Studio



MemoQ



Google Workspace



Trello



Slack



MS Office



## Languages

English - C2

German - A1

French - A1

Italian - A2



## Hobby/Interest

Literature and the publishing process, writing fiction and poetry, event coordination, audio-visual translation and localization, baking

- providing QA for work done by other translators,
- providing audio-visual translations and localization services,
- working with direct customers dealing in e.g. construction, event organization, marketing, IT,
- managing administrative tasks connected with running a business,
- maintaining good professional relations with translation vendors, other translators and corporate customers alike,

2017-10  
- 2018-09

## ● **Program Coordinator**

*Copernicon Fan Convention, Toruń*

- creating and coordinating an entire program for a 3-day long event similar to Comic Con, divided into program blocks ranging from literature, science, through computer gaming and tabletop games,
- the program amounted to over 1000 hours of lectures, shows, exhibitions, competitions etc in 5 different buildings in the Toruń old town,
- managing a team of 30+ volunteers all responsible for different sections of the program, making sure that all the time slots are covered with spare program events to fill in any unexpected absences,
- coordinating changes in the program during the event,
- troubleshooting problems that occurred during the event,
- cooperating with coordinators responsible for different tasks necessary for setting up and running a convention,
- accommodating the invited guests (writers, game designers, scientists etc.) of the Copernicon Fan Convention

2017-12  
- 2018-07

## ● **Acting Program Coordinator**

*Polcon Fan Convention, Toruń*

- creating and coordinating an entire program for a 3-day long event similar to Comic Con, divided into program blocks ranging from literature, science, through computer gaming and tabletop games,
- managing a team of 30+ volunteers all responsible for different sections of the program, making sure that all the time slots are covered with spare program events to fill in any unexpected absences,
- coordinating changes in the program during the event,
- troubleshooting problems that occurred during the event,
- cooperating with coordinators responsible for different tasks necessary for setting up and running a convention,
- accommodating the invited guests (writers, game designers, scientists etc.) of the Polcon Fan Convention



## **Education**

2008-10  
- 2011-09

### ● **English language studies, BA**

*Nicolaus Copernicus University, Toruń*

2011-10  
- 2013-10

### ● **English language studies, MA**

*Nicolaus Copernicus University, Toruń*

2014-10  
- 2015-06

### ● **Specialized Translation, post-graduate studies**

*Adam Mickiewicz University, Poznań*