

DOMINIKA ZAKRZEWSKA

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PERSONAL PROFILE

A **multilingual translator** with strong academic background and real passion for **foreign languages** and **international cooperation** which I have been developing through my experience both within **global business environment and translation area**. A part from international recruitment area I have gained experience in **translation, interpretation, workshop and training organisation** as well as in a **promotion and coordination of international mobility programs**. Due to my constant work and educational cross-cultural experiences I am presenting a significant capability of adaptation to multicultural environments as well as excellent interpersonal and communication skills.

SKILLS

- ▲ **specialized & unsworn** translation
- ▲ **consecutive** interpreting
- ▲ international **conferences & sport events** assistance
- ▲ text **editing, proofreading, subtitling**
- ▲ language and intercultural communication and adaptation **trainings and workshops**
- ▲ language **skills verification** and international **recruiting** for BPO's and SSC's roles

FOREIGN LANGUAGES

▪**Polish:** native

Spanish: full professional proficiency

▪**English:** full professional proficiency

Portuguese: full professional proficiency

CAREER HISTORY

01/2010 – present

Freelance Translator & Interpreter (PL-EN-ES-PT)
Owner of Abayomi Spanish & Portuguese Translation Centre

Responsibilities:

▪providing **educational, interpreting and translating services** to international companies, institutions and translation agencies (Polish- Spanish- Portuguese-English language)

Translating:

administrative and commercial documents, business correspondence: emails & phone calls, legal translations, police reports, veterinary and customs documentation, UE policies, travel & tourism, E-commerce, companies websites, promotional folders, marketing materials, patents, copyrights, instructions, subtitling

Examples of interpreting projects:

- interpreting for the **City Council delegation** during Twin towns celebrations in Portugal.
- assisting and interpreting for Brazilian Vice President of **global insurance company** during his daily duties, meetings, presentations and teleconferences, Warsaw, Poland, 2015
- Assisting and interpreting for Brazilian finalist of **Ryszard Kapuściński Award for Literary Reportage**, Warsaw, Poland, 2015
- **Mass Running Races Gala, Warsaw, Poland, 2014-** interpreting for a Portuguese marathon runner, a special guest of the event
- **Voivodship Labour Office in Katowice and ADRIMAG Association in Arouca, Portugal, 2011-** fully responsible for preparing and delivering language classes and culture adaptation sessions for the participants of a project organized in the scope of EU LLP Leonardo da Vinci
- **Rugby Sevens 2010 Porto, Portugal-** interpreting and assistance service during the organization of the international sport event
- **KSW Kumitee 2010, Katowice, Poland** - solely responsible for providing simultaneous and consecutive interpretation service for Brazilian Mixed Martial Art fighters and their coach team during the whole event: the official welcome ceremony as well as press conference and main competition
- **FIBA European Basketball Championship 2009, Katowice, Poland-** responsible for a complex

interpreting and assistance service for polish and foreign VIP and SUPERVIP

01/2013 – 04/2014

Human Capital Consulting, Warsaw, Poland

Role:

Consultant/Personnel Advisor

Responsibilities:

- sourcing top class talent candidates and supporting whole recruitment process for **multilingual roles** for **BPO's, SSCs and International Banks**
- advertisement posting, direct search, internet and database mining as well as professional networking and references; conducting advanced both **face to face and phone interviews in Polish, English and Spanish; language skills verification**, scheduling interviews with clients
- candidate relationship management, providing expert advice on recruitment matters, career development advising area, advising the candidates about their carrier path, being a direct point of contact, providing the information and support needed
- responsible for handling graduate volume recruiting, assisting in the organization of trainings and meetings with students and graduates at the Universities

09/2012 – 10/2012

University of Novi Sad, Serbia

Role:

Volunteer

Responsibilities:

- As part of a **multicultural team** providing support to the local office on the three months project focused on the promotion and coordination of students and graduates career development and **international mobility and language skills improvement opportunities**.
- active online and live promotion of the project among students and graduates at the University of Novi Sad
- assisting in the event organization of several workshops and a conference for around 300 people
- delivering a workshop about international mobility and language skills and its value on the labour market
- responsible for the recruitment process including assessment centre, **advanced face to face individual interviews and language skills verification**

08/2011 – 08/2012

Korn/Ferry International Futurestep, Warsaw, Poland

Role:

EMEA Junior Talent Acquisition Specialist

Responsibilities:

- Supporting **international Consultant teams based in the UK and Spain** at the recruitment processes across the following sectors: IT Sales, Finance, Operations, Risk, Audit, Legal, Compliance, Business Logistics and Clearing, Sales & PTG, Fixed Income Currencies & Commodities, Prime Brokerage, Clearing & Professional Trading Group, Technology, e-Solutions, PMO, Internal Audit.
- identifying both active and passive candidates in the **UK, Spanish and Brazilian market**
- advertisement posting, internet and database mining, direct search and professional networking, CV screening, advanced phone **interviews in English, Spanish and Portuguese**, client interviews scheduling

01.06/2010 – 30.09/2010

International Office, University of Porto, Portugal

Role:

Responsible for outgoing students, LLP/ Erasmus Internship

Responsibilities:

- supporting the Office at the promotion, organization, coordination and evaluation of the **students and staff mobility, language programs and entrepreneurship initiatives**, working in projects in an **international and multicultural team**
- **assisting Portuguese students** in the career development advising and recruitment process for the mobility programs and the evaluation of their final reports
- customer supporting services, answering to e-mails, faxes and phone calls from students, partner institutions from whole Europe and different faculties of the University of Porto
- assisting in the organization of information meetings and **culture adaptation sessions** for participants

01.11/2009 – 31.05/2010

SimpleOutsourcing.pl

Role: eduABROAD Regional Consultant

Responsibilities:

- promotion of the study program eduABROAD by Internet, newspapers and radio advertising, participation in various conferences and fairs, contact with student organizations and University International Relations Offices as well as **preparing and delivering information meetings**
- counselling of candidates for their study programmes and providing the information and support for the participants abroad, selection and recruitment of candidates for **studying abroad**

01/07/2009 – 31.07/2009

EURES, Voivodian Labour Office, Katowice

Role: Trainee

Responsibilities:

- gain knowledge about EU institutions related to **labour mobility** and administrative tasks
- **translation of the job offers** coming from different countries and assisting in the website management

HIGHER EDUCATION

Postgraduate Studies, Interdisciplinary Postgraduate Studies in Translation and Interpreting

10/2014 – 06/2015 **University of Warsaw**, Poland

Master of Arts in Spanish Translation

10/2005 – 06/2011 **Silesian University**, Katowice, Poland

Master of Arts in Work and Organizational Psychology

10/2006 – 06/2009 **Silesian School of Economics and Languages**, Katowice, Poland

Bachelor's Degree in Spanish Language Applied in Business and Tourism

Member of Erasmus Student Network Organization

10/2007 – 06/2008 **University of Extremadura, Cáceres**, Spain

International Scholarship in the scope of the Long Life Programme Erasmus.

TRAININGS & COURSES

- Introduction to Legal Portuguese/Introdução ao Português Jurídico
10/2015-02/2016 **Instituto Camões, Lisbon**
- 21/11/2008 Intercultural Communication, Silesia University, Technische Universität Dresden
- 15 – 16/11/2009 Diversity Education, Independent Initiatives Association Mikuszewo, Katowice
- 08/2011-08/2012 Work-related trainings- Identification of candidates, Pitch&networking, Advanced Google Search

INTERESTS

- discovering different cultures- their cuisine, music, film, theatre, literature by travelling as well as assisting in international festivals and events
- skiing, hiking, camping, backpacking
- intercultural communication, international mobility, HR, CSR, diversity management
- voluntary work- experience in several international projects related to cultural adaptation of refugees as well as social exclusion (**Spanish Red Cross, Intercultural Initiatives Centre, AIESEC, Social Centre Katowice**)