

Agata Wójcicka – Translator, Interpreter, Teacher

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Professional linguist with more than 10 years of experience in translating and interpreting. Areas of expertise: Law (contract law, property law, succession law, family law, intellectual property law, civil procedure/litigation, commercial law, corporate documents, labour law); Administration; EU; Business and Commerce; Marketing (e-commerce, localization) and Advertising (transcreation). I completed full time MA studies (English and French studies – specialist translation) at Mickiewicz University belonging to the prestigious network of EMT universities organized by the European Commission.

Canadian Certified English-Polish Translator no. 04-06-3481, member of Society of Translators and Interpreters of British Columbia (from 2016 to 2022) Member of PT TEPIŚ – the Polish Society of Sworn and Specialized Translators Teacher of Legal English at TOLES training centre (EFP Agata Wójcicka in Szczecin)

PROFESSIONAL EXPERIENCE

2013 – present **Self-employment:** provision of translation and interpretation services to translation agencies, corporations and individuals; **Selected (references at request):**

ONGOING: cooperation with Polish translation agencies, law firms and individuals: regular translation of commercial contracts and other legal and administrative documents, e.g. tender documentation, real estate contracts, employment contracts, non-disclosure agreements, non-competition agreements, cooperation conditions, distribution and delivery agreements, PoA, data protection contracts, intellectual and industrial property agreements, corporate policies, contract templates

ONGOING: regular translation of marketing and advertising texts; daily translation of product descriptions (e-commerce: clothing and beauty products for one of the biggest UK fashion online retailers from 2019)

Dec 2018/Jan 2019 translation of marketing/advertising texts for one of the biggest website builders, combination of localization and copywriting (60 k words; details confidential)

Sep/Oct 2018 interpretation services for local authorities (Province Head Office) in the West Pomerania Province – law and administration

2015 – 2020 cooperation with Leon Paul Equipment Company Limited (fencing equipment and clothing) (100 k words)

2013 – 2016 cooperation with ABC Tłumaczenia – translation of technical documentation, legal and court documents as well as commercial, business and financial texts (400 k words), e.g. correspondence with state administration (taxes, benefits), banking documents, corporate documents and policies, insurance documents, real estate contracts, accounting documents and audits, tender documents, partnership agreements, articles of association, PoA, immigration documents, documents related to family law, succession law and property law as well as civil and criminal proceedings

2013 – 2016 cooperation with OBR Stomil (translation of technical specifications, operating manuals, test results, contracts, official correspondence, tender documentation, various technical and financial reports; interpretation during numerous working meetings, testing sessions and business negotiations);

2018 – present **Teaching carrier:**
teacher of Legal English at EFP Agata Wójcicka in Szczecin preparing lawyers and law students for TOLES exam (operating as TOLES certification centre) and providing proprietary Advanced Legal English courses for Polish lawyers and law students

2018 – 2021 teacher of practical translation skills – law and economics at the School of Translators of the University of Szczecin

EDUCATION

September/ October 2020	Investment for English-Polish translators: Concepts of risk and return / Types of investments; Bank products / Bonds; Stock market concepts / Shares and stocks; Investment funds / Derivative instruments; Real estate valuation / Real assets
March/April 2020	Accounting for English-Polish translators: 1. Balance sheet 2. Statement of Profit or Loss / Income Statement 3. Cash flow statement and statement of changes in equity; 4. Bookkeeping and financial accounting 5. Notes to financial statements – Assets; 6. Notes to financial statements – deferred tax and long-term liabilities; 7. Financial ratios; 8. Financial instruments – bonds, shares and derivatives
May 2016 March – April 2016	CTTIC exam: obtaining the title of Canadian Certified English-Polish Translator Canadian Law for Court Interpreters – organised by the Society of Translators and Interpreters of British Columbia covering the Canadian legal system, criminal and civil law, family law, judicial processes and procedures in criminal and civil law, contract law, immigration law and administrative law
February 2016	Official Document Translations Workshop – organised by the Society of Translators and Interpreters of British Columbia
March – June 2014	Training preparing for the Polish court translator/interpreter exam (organised by Textem) covering civil law, law of obligations, property law, family law, succession law, civil procedure, substantive and procedural criminal law, structure of civil and criminal judiciary, commercial law, labour law;
March 2014	training in elements of machine design for technical translators and editors (organised by sti.szkolenia);
2011 – 2013	Completed full time MA studies – programme: English and French studies – specialist translation at Mickiewicz University belonging to the prestigious network of EMT (European Master's in Translation) universities organized by the European Commission preparing translators for the EU institutions
June 2013	Training organised by Association of Polish Translators and Interpreters "Terminology and phraseology within bankruptcy and reorganisation law";
May 2013	Workshops in audiodescription;
2009 – 2011	Full time BA studies – Szczecin University; programme: French studies (4 semesters completed); six-month student training within Erasmus programme in a hotel in Nice (France);
2007 – 2010	Completed full time BA studies – Szczecin University; programme: English studies , translation; one-year student exchange programme at University of Högskolan Dalarna (Sweden);
2004 – 2007	Secondary School of General Education in Lipiany.

SOFTWARE: Windows, MS Office, Adobe tools, SDL Trados, Wordfast, MemoQ, Smartling, XTM