

## **Joanna Jackiewicz, Sworn Translator of English**

### **Profile**

A sworn translator of English with 8-year experience in legal and business Polish <-> English translation with degree in English Philology and Political Science. I have translated among others for banks, advisory companies, law firms, pharmaceutical companies as well as individuals requiring certified translation. I certify more than 2000 pages per year. Member of the Polish Association of Sworn and Specialist Translators TEPiS. Fluent in Spanish, communicative Czech. Detail-oriented, good team player, quick learner.

### **Experience**

**01.01.2014 – currently, self-employed, Translations For You Joanna Jackiewicz, Warsaw**

#### **English Translator and Interpreter**

Polish-English and English-Polish certified and non-certified translations for companies, individuals and law enforcement authorities as part of own business activity:

- legal translation with the following main areas of expertise: labour law, corporate law, intellectual property, civil procedure, criminal law, real estate, IT services,
- finance and banking translation: loan and accounting documents, financial statements, capital markets, investments funds, transfer pricing documentations,
- business translation for consulting firms, pharmaceutical companies, IT companies, investment firms,
- interpreting at courts, notarial offices, register offices.

#### **Key achievements**

- developed translation memories and glossaries for legal and financial texts,
- created own website in Polish and English ([www.tra4you.pl](http://www.tra4you.pl)),
- learnt how to handle different translation and interpreting projects at the same time.

**01.01.2013 – 31.12.2013 Europejskie Centrum Tłumaczeń, Warsaw**

#### **In-house Translator at the translation agency, full-time**

##### **Key responsibilities**

- providing legal and financial translation,
- translating among others for large banks, financial institutions, research institutes.

##### **Key achievements**

- successful delivery of large translation projects in a team, including preparing glossaries, translation and revising e.g. the Report on the State of Education, Act on Investment Funds, Key Operating Procedure, Annual Report of the Company and others.

**01.09.2012 – 31.03.2015 GET IT Language Solutions, Warsaw**

#### **Reviser/Proofreader at the translation agency, freelance**

##### **Key responsibilities**

- checked the linguistic correctness of translated documents,
- revised and edited more than 10,000 pages of translation in the following fields: law and administration, finances and banking, medicine, pharmacy, industry, IT and telecommunication,
- proofed a lot texts translated into English and Polish.

##### **Key achievements**

- developed editing skills in different file formats,
- learnt to prepare glossaries.

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<https://www.linkedin.com/in/joanna-jackiewicz-20328914b/>

## **Joanna Jackiewicz, Sworn Translator of English**

**01.01.2011-30.11.2012 Fundacja ABCXXI-Cata Polska czyta dzieciom, Warsaw**

**Assistant/Translator, full-time job at non-governmental organisation promoting reading to children**

### **Key responsibilities**

- co-organised foundation conferences, workshops and galas,
- translated and edited content for the English website,
- prepared and edited the foundation newsletter,
- handled correspondence in Polish and English.

### **Key achievements**

- improved English website of the Foundation,
- created the newsletter format from scratch,
- coordinated a large international project promoting reading.

### **Education**

- 2019 –2020 SWPS University, Warsaw  
Non-degree post-graduate studies: Conference Interpreting
- 2012-2013 Vistula University, Warsaw  
Non-degree post-graduate studies: Specialized translation of English (legal and economic translation)
- 2010-2012 University of Warsaw  
MA in English Philology, specialisation: American studies
- 2005-2008 Foreign Languages Teacher Training College Opole  
BEd in English
- 2002-2007 Opole University  
MA in Political Science, specialisation: Journalism

### **Professional qualifications**

- 26.11.2014 Ministry of Justice  
Obtaining a qualification of a sworn translator – number on the list of sworn translators held by the Polish Minister of Justice: TP/175/14
- Participant in numerous courses for translators and interpreters organised by TexteM, TEPiS, Linguini, mainly relating to different fields of law and finance as well as medicine. Certificates available at request.

### **Skills**

#### **Languages**

- Polish – native
- English – proficient (C2)
- Spanish – advanced (C1, worked in Spain for 3 months as a student)
- Czech – intermediate (B1, private tutorial for 3 years now)
- French – basic (A2)

#### **Computer skills**

- Knowledge of MS Windows 10 and earlier versions,
- Very good knowledge of MS Office 365 and earlier versions (Word, Excel, PowerPoint, Outlook),
- CAT tools – good working knowledge of memoQ.

**References available at request**

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