

Marek Gogolewski

Experienced Professional Translator, Graduate of English Studies, Passionate Linguist

English into Polish; Polish into English; Italian into Polish; Italian into English

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PROFESSIONAL EXPERIENCE

Freelance - **Translator, Interpreter, Verifier**

2007-present, Poland

Timely and reliable execution of translation, interpretation, and verification projects for a diverse portfolio of organizations. Leveraging unique combination of specializations (finance and banking, general healthcare, marketing, HR, management, law and insurance, EU) to meet the translation needs of multinational corporations and agencies and ensure the highest quality of delivered projects. Types of translated/verified documents include: legal contracts and agreements, corporate communications, codes of ethics, marketing collateral, training materials, presentations, surveys and questionnaires, financial statements, legal opinions, informational texts, manuals, press releases, official letters, ledgers, banks statements, work orders, working papers. Interfacing regularly with individuals from all levels of complex organizations. Working remotely and traveling onsite to meet with colleagues/principals and align project goals. Varied accomplishments include the translation of 'Lean Solutions'—written by James Womack and Daniel Jones—into Polish; published in Poland in 2010, the book has sold over 100,000 copies. Currently engaging the following businesses on a regular basis (mainly in the field of legal, medical, and economic translation):

- **TransPerfect – translation and interpretation corporation – New York, USA**
- **LIDEX – translation and interpretation agency – Warsaw, Poland**
- **BTInfo – localization agency – Warsaw, Poland**

EESC and CoR of the European Union - **Translator, Verifier**

2011-2012, Belgium

Led linguistic projects as a full time employee of the Polish Translation Unit in the Committee of the Regions (CoR) and the European Economic and Social Committee (EESC). Translated EU documents on significant economic, social and legal issues for distribution among key decision makers of the European Union bodies. Verified other linguists' translations, mentored a team of translators on their work, giving feedback and contributing to team improvement, and advised Committee officials on various language related matters. The translation and verification work was focused chiefly on the opinions issued by both consultative bodies of the UE, their subject matters ranging from macroeconomics to social cohesion through to sophisticated legal problems. Examples of translated opinions include:

An action plan to improve Access to finance for SMEs; European Social Entrepreneurship Funds; Social Business Initiative; The digital market as a driver for growth; Single Market Act – Twelve levers; European Procurement Market; Electronic Invoicing; Draft Treaty on Stability, Coordination and Governance in the Economic and Monetary Union; Proposal for a Council Regulation on the Statute for a European Foundation

Complex SA / Kerakoll Polska - **Export Director**

2004-2007, Poland

Developed sales and marketing strategies for export markets. Made major recruitment decisions with regard to sales and marketing teams operating in different countries. Translated marketing and technical documents and provided interpretation services in addition to managerial duties (e.g. interpreting technical training courses and CEO's speeches). Managed a team of employees (Kerakoll – 20, Complex – 30) to hit sales targets - with excellent results. Supervised staff language training. Controlled quality of translated documents through QA system and regular feedback (in person in the case of English and Italian, indirectly in the case of other languages).

Kerakoll Polska - **Sales Director**

2002-2004, Poland

Kerakoll Polska - **Area Sales Manager**

1999-2002, Poland

Iluna Poland - **Sales Representative**

1997-1999, Poland

College of Foreign Languages - **English Language Teacher**

1996-1997, Poland

Taught practical English (grammar, listening comprehension, composition, American culture) to first, second and third year students. Cooperated closely with other teachers on developing curricula and innovative project based classes.

EDUCATION & DEGREES

English Studies, MA	University of Lodz	Poland	1991-1996
Italian Language	University of Siena	Italy	1993-1994
Simultaneous Interpretation	University of Cracow	Poland	2007-2008
French Language	European Commission	Belgium	2011-2013

LANGUAGE COMPETENCE

Polish	native
English	excellent
Italian	excellent
French, Russian, Macedonian	very good

TRANSLATION EXPERIENCE IN NUMBERS

Years of work	17
Translated Pages	approx. 35 000
Verified Pages	approx. 30 000
Hours of interpretation	approx. 2 000

LANGUAGE COMBINATIONS & SPECIALIZATION FIELDS

English -> Polish
Italian -> Polish
Polish -> English
Italian -> English

finance & banking; general healthcare; law & insurance; new technologies and innovations; marketing;
tourism; sales & advertising; economics; management; HR; EU

COMPUTER & CAT TOOLS LITERACY

An experienced and competent user of **Windows, OS, Microsoft Office, Trados, Wordfast, MemoQ**

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