

Tomasz Paszuk BA, MA
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Polish commercial and technical translator

Personal statement

A fully qualified translator providing quick and effective technical translation services as well as translation services in the field of commerce and marketing. A proven ability to translate and a monthly output of around 50,000 words. Comprehensive translation package: translation, proofreading, revising, transcreation, localization. Passionate about both written and oral communication, sees himself as an intermediary between cultures.

Looking, short-term, to establish cooperation with translation agencies, and, long-term, to work for a company that offers challenges, great opportunities for career development and progression.

Key achievements

in-house translator for an international company
translation output of around 50,000 words per month
Masters degree in Translation and Interpreting

Professional experience

In-house translator at an international company
13 April 2015 - present

My role as an in-house translator involves translating, proofreading and revising store instructions, merchandising guidelines, product descriptions, user guides, product instructions, legal documentation such as rental agreements, government correspondence, health and safety documentation.

I also utilize my writing skills to recreate job advertisements or marketing slogans written in English.

Duties and responsibilities:

- translating corporate communications such as store instructions, marketing newsletters, merchandising guidelines
- translating legal documentation such as lease agreements, contracts, but also business correspondence
- translating technical texts such as user guidelines, product descriptions, material safety data sheets
- translating other materials such as training manuals, website content, fashion creative materials
- reviewing and updating documents created previously (technical editing and compliance check)
- terminology search and glossary updates
- proofreading and revising
- occasionally acting as an interpreter

Qualifications

MA Translation and Interpreting (Polish into English and vice versa)
September 2013 - September 2014
BA Modern Languages with Interpreting (German, Russian, Portuguese, Interpreting)
September 2008 - June 2012

General skills

Windows and Mac operating systems
MS Office package
CAT translation tools (Trados)

Interests and hobbies

I appreciate the unique opportunity and insight into different cultures that foreign languages offer, this is why I am currently working to add Greek and Spanish to my language portfolio.

I find politics utterly fascinating and, therefore, keep abreast of the news, especially in the world of British and German politics.

One of the greatest sources of pleasure for me is Russian literature.

Keeping a clear mind goes a long way to ensuring that the quality of my translation is second to none. Jogging is the answer.