

# Paulina Jakubowska

English-Polish translator



## CONTACT ADDRESS



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## SKILLS

- Strong interpersonal skills
- Excellent language skills (spoken and written)
- Excellent knowledge of English
- Planning and organisational skills
- Conscientiousness and reliability
- Ability to prioritize work
- Punctuality
- Excellent time management
- Knowledge of Microsoft Office
- Ability to work in accordance with the code of professional ethics



## SUMMARY

A professional English-Polish translator with outstanding verbal, writing and editorial skills. Excellent ability to work under time pressure. Working in accordance with translation standards and the code of ethics.



## EXPERIENCE

### Freelance Polish-English translator

2015 – now

- building long-term relationships with customers
- meeting deadlines set by the customer
- translation of texts from fields such as marketing, HR, e-commerce, finance, technology, localization and many more
- cooperation with many well known Polish translation agencies
- cooperation with a Danish company selling tents, furniture and garden accessories as well as comprehensive party and warehouse solutions in translating marketing texts, product descriptions and promotional offers for the Polish market
- using Trados 2017

### Business English teacher

2009 – 2015

MAG, M&R Dziemidok, Warsaw

- Conducting English courses in companies and corporations
- General and business English

### Business English Teacher

2011 – 2015

Worldwide School, Warsaw

- Conducting English courses in companies and corporations
- General, technical and business English



## EDUCATION

**Master's degree:** Specialised translation

2012

University of Warsaw, Department of Specialist Languages

**Bachelor's degree:** English Teaching

2008

University of Warsaw, University College of English Language Teacher Training