



GABRIELA NALEWAJKO

DEDICATED TRANSLATOR AND INTERPRETER
(GERMAN/SPANISH/CHINESE-POLISH) WHO HAS WORKED IN
PROFESSIONAL COMMUNITIES, WITH BROAD INTERNATIONAL EXPERIENCE
AND BACKGROUND IN BUSINESS ADMINISTRATION AND ECONOMICS

HOW TO REACH ME

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CAREER SUMMARY

Translator and Board Assistant

JX Industrial | 2021

- Translation (PL-ZH) and preparation of documents and reports for board members
- Interpretation between the board members, employees and customers

Translation intern

Diuna Language Services | 2020

- Translation (marketing, legal texts, patents)
- Proofreading
- Transcreation

Post-editor

Milengo | 2018 to 2020

- Post-editing product descriptions (600 words/hour)

Editor

Iberoameryka | 2015-2018

- Writing articles and news reports about political, economic, cultural events in Latin American countries

Customer Care Specialist

Groupon Germany | 2016

- Responding to German customer queries via email

International Coordinator and English teacher

Volunteer for Education Organization | 2015

- Promotion of events in the social media
- Teaching English

SKILLS

Languages

Polish – native speaker
English – fluent (the C2 Cambridge Certification)
Spanish – fluent
German – fluent
Chinese (Mandarin) – fluent (HSK 5 Certificate)

Software

CAT Tools (memoQ, SDL Trados, Wordfast, Subtitle Workshop, Passolo), MS Office

EDUCATIONAL TRAINING

University Würzburg

Master of Science in China Business and Economics

- Enrolled since Oct. 2018 to 2020
- Taking up electives in marketing, business communication, international trade
- Master thesis: The Chinese market for Western spirits

National Chengchi University

Bilateral exchange program

- Enrolled since Sept. 2019 to Jan. 2020
- Took up electives in international and digital marketing, global governance and business, environmental protection, international trade

University of Granada

Bachelor of Arts in Translation and Interpreting

- Attended from Sept. 2014 to June 2018
- Scholarship for students from Eastern countries

Sichuan University

Bilateral exchange program and scholarship

- Enrolled since Sept. 2016 to June 2017
- Attended courses in Chinese language and culture

University of Heidelberg

Erasmus exchange program and scholarship

- Enrolled since Oct. 2015 to July 2016
- Took up courses in translation studies, German and Chinese language