

CURRICULUM VITAE

Jadwiga Bogusławska

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Professional Summary

I am a skilled linguist and a successful translator. I have 5 years of experience in translating general, medical, technical and theatrical texts. I am reliable, efficient and able to effectively manage my time. My comprehensive, international academic experience makes me a capable person in terms of team work and theoretical translation skills. A wide experience in language industry serves as a proof of my linguistic and interpersonal talents. I am native speaker of Polish language, my language pair is Polish-English.

Work Experience

2018 - present

Verba-Text Sp. K.

Belgradzka 4/13, 02-793 Warsaw, Poland

- **In-house translator**

Translating and correcting various texts in Polish-English and English-Polish language combination.

- **Project Manager**

Managing commissions from retail and commercial customers. Office and translation software management.

- **Freelance translator**

Translating texts remotely, since 2016, first as a trainee, then as a professional translator.

2017-2018

Polish School in St Albans

Nicholas Breakspear Catholic School, Colney Heath Ln, St Albans, AL4 0TT

- **Teacher**

Teaching Polish language to Polish children (age:10-16) who grew up in the United Kingdom.

- **Translator**

Translating official documents and private correspondence of the school and its employees.

2015-2017

Simon Says Language School

Witolda Małcużyńskiego 5, 02-793, Warsaw, Poland

- **Teacher**

Teaching English to Polish children (age: 4-10).

- **Translator**

Translating commercial information and documents for the company and its employees.

Education

BA Interpreting and Translation

Middlesex University **2014-2018**

Erasmus+ Programme – Work Placement, Study Placement

University of Warsaw **2016-2017**

Polish Literature and Language

University of Warsaw **2013-2014**

Professional Skills

- **CAT tools** training
- Translation Project Management Software training
- Microsoft Office tools proficiency
- **C2** level – English, **A1** level – Japanese, Spanish, **native speaker** – Polish
- Driving license
- National Insurance Number

Interests

- Medicine
- Education
- Astronomy and astrophysics