

Dita Drabkova

Freelance translator

Self-confident, highly organized and proactive person, currently working as a freelancer, providing language services, translation and interpretation. Hardworking and open-minded able to cover wide range of text styles, genres and fields. Very flexible, creative and enthusiastic.



✉ dita.drabkova@gmail.com

📍 Barcelona-Montgat, Spain

📄 dytunka

📞 629372153

🌐 [linkedin.com/in/dita-drabkova-72793557](https://www.linkedin.com/in/dita-drabkova-72793557)

WORK EXPERIENCE

Freelance translator

Torsitrad

01/2018 – Present

Translation agency

Zaragoza

Achievements/Tasks

- Translations from Spanish to Czech
- Industrial technology manual
- Employment contracts
- Social security certificates

Contact: torsitrad@torsitrad.com

HR Administration

Kigo/Realpage

08/2014 – 02/2018

Software company for vacation rentals

Barcelona

Achievements/Tasks

- Translation of internal documents from Spanish to English
- Employee handbook, offer letters, employment contracts
- Labour risk prevention and emergency instructions
- Other HR related documents

Contact: hr.spain@realpage.com

Freelance translator

Tara Sandals

01/2018 – Present

Online shop with barefoot sandals.

Ostrava

Achievements/Tasks

- Translation of webpage from Czech to Spanish.

Contact: info@tarasandals.es

Freelance translator

Herlayca S.L

10/2016 – Present

Industrial machinery company

Vigo

Achievements/Tasks

- Translation of instruction manuals from Spanish to Czech.

Contact: danfreire@herlayca.com

Freelance translator

Open evidence

10/2015 – 11/2015

Barcelona

Achievements/Tasks

- Translation of a questionnaire from English to Czech about European Union low emitting cars.

SKILLS

Emotional Intelligence

Perseverance

Communication skills

Time Management

Commitment

Organization

Creativity and problem solving

Self- Management

Flexibility

PERSONAL PROJECTS

ADprojektpadel

- Personal project and initiative to bring padel to the Czech Republic

Barefoot sandals

- Participation in expansion of Czech handmade barefoot sandals to Spain.

EDUCATION

Master Degree in Teaching Biology and English Philology

University of Ostrava/ Czech Republic

09/2007 – 07/2012

Ostrava

INTERESTS

Dancing

Reading

Pilates

Psychology

Arts and crafts

Travelling

Languages