

Jindra Žďánská

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Address Za Pazdernou 2573, 39701 Písek, Czech Republic

Phone +420773581984



OBJECTIVE

Czech translator and proofreader in English and French with 10 years of experience

EXPERIENCE

Freelance translator

Since December 2014

Translating and proofreading for Czech and foreign agencies: legal and commercial documents (contracts, terms and conditions, privacy policies, HSE guidelines); marketing materials; user guides; scenarios for documentary films (Dolce Vita, Sucrément bon, Terroir – Datel Union Agency); subtitles in Ooona; non-fiction literature

Translator and project manager

IVEX Central Europe s.r.o., translation agency

Translating texts from English and French to Czech

Negotiation with clients and translation suppliers

Písek, Czech Republic

June-2013 – November-2014

District Officer

Employment Service a.s.

Helping young people find jobs within an EU project

Tábor, Czech Republic

January-2013 – March-2013

Gallery Keeper and Guide

Municipality of Tábor,

Creating and installing exhibitions, creating promotional materials, selling tickets, upholding the state

of the gallery, maintaining high standards

Department of Culture

Tábor, Czech Republic

May-2012 – September-2012

Team Assistant

Ecomodula s.r.o.

Reception, paperwork, translations

Písek, Czech Republic

September-2011 – March-2012

EDUCATION

Master

French language and literature

Masaryk University

Brno, Czech Republic

2011

Bachelor

French language, History

Masaryk University

Brno, Czech Republic

2008

School leaving exam

French-Czech bilingual grammar school

Pierre de Coubertin Gymnázium

Tábor, Czech Republic

2004

SKILLS

French – C1 (Master's degree), English – C1 (CAE), German – B1, SDL Trados Studio 2017, MS Office