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### Professional Summary

Dedicated English-Polish translator with experience of working for lettings company as well as online businesses. Exceptionally accurate translation and interpreting skills. Diverse translation work including legal materials and large-scale executive organisation documents. Consistently relied upon for verification and correction of translated materials. I am driven by developing my translation skills and acquiring new languages.

### Skills

- Fluent in Polish and English, including colloquialisms, business vocabulary, and legal terminology. Experienced with several computer programs, including Microsoft Office and Trados CAT Tool. Comfortable with both verbal and written communication, including preparing and giving presentations.
- Intermediate knowledge of Spanish and Russian language including business vocabulary.
- Attention to details, planning and management skills gained through years of working in the events industry

### Work Experience

Senior Events & Sales Executive – The Studio Ltd.

March 2019- Present

- Creating and maintaining relationships with large and medium size clients
- Planning, managing and executing networking events in order to generate new business
- Determining costs and planning events for existing clients
- Training new members of staff

## Freelance Translator & Interpreter 2017- present

- Translating communications between English-speaking and Polish-speaking parties as required.
- Working with national and international companies
- Working as an Interpreter for private client
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## Translator for BJB Lettings 2016-2017

- Translating legal communication between English-speaking and Polish- speaking
- Verifying lettings documents throughout a year for Polish Speaking Clients

## Education

### BA (Hons) in Events Management – Coventry University 2014-2017

- Degree allowed me to develop strong written and verbal skills by being a part of numerous national and international events
- Improved Project Management skills by delivering my own events
- Built my self confidence in the language world by attending Spanish and Russian classes and built relationships with various groups of people

## Hobbies and Interests

Travelling and languages are my passion which has given me the confidence to build relationships easily; be at ease in difficult situations which I believe adds value to me as a professional translator and project manager. I have also a passion for cooking and travelling around the world allows me to bring new recipes to my home.