

# Stepan Coufal

## RESUME

Rybízová 1325, 106 00 Prague 10, Czech Republic  
cell: +420 776 567 301  
stepan.coufal@gmail.com

### PROFILE OF QUALIFICATIONS

**Native Czech speaker; Freelance linguist - translator/interpreter of Czech and English;**

Educated in the Czech Republic. More than 10 years of experience working on large translation projects as a team member with several experienced linguists. Attend professional events, conferences, and courses to stay current on events and technology.

### PROFESSIONAL OBJECTIVE

My goal is 100% client satisfaction. I never miss a deadline and deliver translations at a fair competitive market price.

### PROFESSIONAL EXPERIENCE

Eight years of experience as a freelance translator/interpreter. Specialize in legal, business, financial, medical and technical translations, proofreading and editing. Perform consecutive interpreting for business events, meetings, entertainment events. Provide escort interpreting services.

### TRANSLATION, PROOFREADING AND EDITING EXPERIENCE:

#### **GOVERNMENT, COURTS, POLICE**

Translated court documents in cooperation with a sworn translator/interpreter colleague. Translated personal documents, birth and divorce certificates, marriage licenses, criminal registers etc. Co-worked on a large project involving criminal investigations of fraud by Czech police.

#### **CONTRACTS, BUSINESS, ECONOMICS, AND FINANCE**

Translated meeting agendas, meeting minutes, notarial deeds, contracts and other business documents.

#### **COMPUTER SYSTEMS & SOFTWARE**

Work on an on-going project for a large hardware/software vendor translating marketing materials (product descriptions, parts lists).

#### **LAWS & PATENTS**

Company incorporation documents. Company policy (Astellas, Amgen, Sonoco)

#### **TECHNICAL**

Translated script for "Who wants to be a millionaire" for Czech TV Prima. Technical manuals (Chesterton, iBird, Hornbach).

#### **OTHERS**

Religious (The Church of Jesus Christ of LDS). Internet pages (RFJ, UTA, LDS). Surveys (Ford, SAP).

### INTERPRETING/ESCORT EXPERIENCE:

Interpreter for team building activities, company parties, fashion shows and events via several art agencies, such as: Blue&Green Catering Production; PJ ART; Kenning Productions; Merlet; escort interpreting experience

### EDUCATION, CERTIFICATIONS, AND PROFESSIONAL TRAINING

Metropolitan University, Prague, Czech Republic

Actor College Prague, Czech Republic

Prague College of Tourism and Traveling

The Caledonian School in Prague (English language training, FCE certification)

Bachelor of Arts

Associate degree

### TECHNICAL SKILLS

Windows 10 • Microsoft Office • Adobe Acrobat Professional • SDL TRADOS Studio 2017 • Wordfast Pro 3 • MemoQ 9.0