



# Jana Uhlirova

Chester-le-Street, Durham, United Kingdom  
Tel.: +4407918239856  
JanaUTranslator@gmail.com  
Full driving license

*I am a double degree qualified Czech national. I am an experienced EN>CZ Freelance Translator with knowledge of vocabulary from numerous fields. I have worked with many clients on a long term basis and I have always been happy to learn how to work with their technologies and systems. I have fluent spoken and written English and have held business and client management roles within two large Czech corporations using written and spoken English and German. I am very detail orientated and a very enthusiastic about my work. I don't mind working with a tight deadline and I always deliver a top quality work on time. I also run my own business where I hold fitness and dance classes, and organise wellness weekends.*

## Career History

**April 2017 – Present Day**  
**Freelance English > Czech Translator**

### Long-term Cooperation:

#### **PREMIUM QUALITY TRANSLATION** (New York, USA)

- Czech > English translation of official documents

#### **GOOD ENTERPRISE LIMITED (GEL-GLOBAL, Shenzhen, China)**

- English > Czech translation of users manuals, technical content etc.
- Software used – SDL Trados

#### **AUTHORWAVE** (Athens, Greece)

- Translation of film subtitles English to Czech
- Proofreading
- Text Quality Control

#### **TED.com**

- Translation and editing of subtitles of TED talks
- Transcriptions in Czech

## **IYUNO MEDIA GROUP**

- Translation of film subtitles English to Czech (main clients NETFLIX, Amazon,...)
- Proofreading
- Text Quality Control

## **SDL Ltd.**

- Translation projects for Google and YouTube using Google's own translation tool Polyglot (payments, travel, user guides, business, marketing, shopping, mobile applications etc.)

## **At Global Co., Ltd. (Japan at Global)**

- Localization projects of Toyota and Lexus car navigation systems

## **SOLARITY**

- Translations of technical articles, blogs, newsletters etc. (solar panels and accessories)

## **MOSTBET**

- Translation of marketing materials for a website (sports bets)

Tools used for subtitling and transcriptions: SDL Trados, Polyglot, Originator, Amara, iMedia Trans, Loft, SRT files, Google Sheets,...

## **November 2016 – Present Day**

**Fitness Instructor at Durham County Council**, Durham, Spennymoor, Chester-le-Street

- Teaching of regular fitness classes in leisure centres across County Durham, United Kingdom (Zumba, Zumba Step, Pilates, Spinning, Yoga, Aqua Fit...)

## **February 2015 – September 2018**

**Fitness Instructor at Everyone Active Raich Carter Sports Centre**, Sunderland, United Kingdom

- Teaching of regular fitness classes (Zumba, Pilates, Aquafit,...)

## **January 2015 – October 2020**

**Office Manager at AID IT Solutions Ltd.**, Chester-le-Street, United Kingdom

- Responsible for the company paperwork, finance report, expenses calculation and overview, communication with the accountant, general office work

## **December 2014 – January 2016**

**Sales Assistant at J. Barbour & Sons Ltd.**, Jarrow, United Kingdom

- Sales Assistant in the Factory Outlet Store responsible for clothing presentation and display, goods knowledge and customer service

## **August 2014 – March 2015**

**Fitness Instructor and Fitness Team Member at Boldon Fitness**, Boldon Business Park, Boldon Colliery, United Kingdom

- Assistant of Fitness Centre Manager responsible for administration, marketing, reception managing and spa and gym maintenance
- Regular classes and personal trainings

### **July 2014 – Present Day**

**Freelance Fitness / Dance Instructor**, various locations in North East, United Kingdom

- Classes and personal trainings within several fitness centres in Sunderland, Durham, Consett etc. teaching Zumba, Zumba Step, Aquafit, Pilates, Spinning, Yoga and Personal Training sessions.

### **2007 – June 2014**

**Self Employed Fitness / Dance Instructor**, various locations in Czech Republic

- Over 20 weekly classes within several fitness centres in Prague, Beroun and Chrudim teaching Zumba (adult and child), Pilates, Slow Toning, Aquafit and Personal Training sessions.
- Regularly responsible for planning, choreographing and participating in high profile Zumba exhibitions.
- Regularly organise and coordinate wellness weekends.

### **July 2013 - April 2014**

**Business Manager / Environmental Consultant at AVE**, Pilsen & Horovice, Czech Republic

- Negotiated and authored new business contacts with local authorities and private firms.
- Liaised with clients on daily basis to ensure smooth running of operations.
- Responsible for acquisition of approx. 150 new clients and approx. 95 new contracts in under a year.
- Attended weekly English lessons after AVE switched its corporate language to English.

### **March 2012 – June 2013**

**Senior Business Manager at Česká pošta (Czech Post)**, Pilsen, Czech Republic

- Responsible for the Czech Post's most important clients, part of which were based in Germany.
- Solely responsible for acquisition of several new clients in Czech Republic and Germany.
- Regularly dealt with non-standard demands in an effective and timely manner.
- Responsible for non-standard contracts and international cooperation of postal operators.

### **Jan 2011 - Oct 2011**

**Restaurant Manager at Garadic**, Beroun, Czech Republic

- Solely responsible for the complete management of the restaurant, including Staffing, Finance, Marketing, Stock and Menu

### **Feb 2009 - March 2010**

**Investment Analyst at Vápenka Čertovy schody a.s. (Lhoist Group)**, Tman, Czech Republic

- Responsible for several investment project duties inc. management of suppliers, finances, time and scheduling.
- Responsible for the fuels used in lime furnaces inc. suppliers, quality and finance.
- Regularly liaised with parent company, Lhoist, in Belgium

### **Aug 2008 - Feb 2009**

**Customer Service Representative at GZ Digital Media**, Lodenice, Czech Republic

- Assisted customers in vinyl records department.
- Communicated daily with clients in spoken and written English.

## Education & Qualifications

2019 – Present Day	<b>Professional Yoga teacher (Hatha, Vinyasa)</b>
2017 – Present Day	<b>Professional Spinning Instructor</b>
2016 – Present Day	<b>Professional Pilates Teacher</b>
2016 – Present Day	<b>Personal Fitness Trainer Level 2</b>
2010 – Present Day	<b>Official Instructor for Zumba Fitness, LLC</b>
2003 – 2008	<b>Degree in Musicology at Masaryk University, Brno, Czech Republic</b>
2006 – 2009	<b>Degree in Law (Public Administration) at Masaryk University</b>
1999 – 2003	<b>Studied at Gymnasium Josefa Ressel, Chrudim, Czech Republic</b>

## Skills

- Advanced written and spoken English
- Advanced written and spoken Slovakian
- Intermediate written and spoken German
- Native Czech speaker
  
- Excellent typing
- Advanced business correspondence
- Advanced warehouse management
- Basic SAP administration
  
- Advanced Microsoft Excel
- Advanced Microsoft Outlook
- Advanced Microsoft Powerpoint
- Advanced Microsoft Word
- Advanced Microsoft Project
  
- Zertifikat Deutsch - Grundstufe (2002)
- Zertifikat Deutsch - Mittelstufe (2003)
- Fitness (Pilates, Slow Toning, Aquafit, Aerobics, Zumba, Zumba Step, Personal Training, Yoga)

## Personal Interests

I am a keen traveller and spend a lot of time going places all over the Europe. I'm very keen in translating books, marketing materials, technical instructions etc. I like spending my time with my son William, our dog Zuzi, friends and family. I am also a strong pianist, enjoy reading, listening to a varied styles of music, knitting, crocheting, dancing and visiting the cinema. I love new challenges and I'm always happy to learn new things.

## References are available upon request

### Personal links:

<https://www.linkedin.com/in/jana-uhlirova-90047a84/>

<https://www.proz.com/profile/3050633>

<https://www.ted.com/profiles/23803460>

[Jana U. - Freelance Translator - Upwork Freelancer from Chester-le-Street, United Kingdom](#)