

Berenika Borto

✉ berenikaborto@gmail.com

☎ (+48) 888 407 875

🌐 [/in/kborto/](https://www.linkedin.com/in/kborto/)

🏠 Reda, Poland

Hi, I'm Berenika! I'm a Polish proofreader and English to Polish translator with 9 years of experience. In my professional journey, I have become well-versed in using different tools (CAT (MemoQ, Phrase), MS Word, Adobe Acrobat Reader, WordPress, Presta). Moreover, I am proficient in working with various supporting solutions (LanguageTool, Grammarly, Hemingway, ChatGPT, Gender Decoder). I have great expertise in Polish inclusive language, SEO, web writing, UX writing, and storytelling. I have cooperated with stakeholders from many areas, like gaming, IT, digital media (including film & TV series), e-commerce, healthcare, HR (People & Culture).

Education

Interdisciplinary Individual Studies in Humanities and Social Sciences

2015–2020, The John Paul II Catholic University of Lublin, Poland

Individual programme of studies in Poland for versatile students, which allows them to create unique development paths adjusted to their scientific & career interests. The student can mix courses from different fields and faculties. Fields that I pursued within interdisciplinary studies:

2018–2020 – Master's degree: **Polish Philology (linguistics)**, Management

Rector's stipend (average grade: 5.0, highest possible grade in Polish education system)

2015–2018 – Bachelor's degree: **Editing**, Management, partly: Sociology

Experience (commercial)

2015 – present

Freelance work (self-employment, remote) – Proofreader (Polish), English to Polish Translator, Copywriter

As a freelancer, I cooperate with different customers in the communications area (English to Polish translations, proofreading, marketing content, inclusive language, WordPress, and MemoQ training). Regarding proofreading, I worked on books, e-books, articles, websites, games, subtitles, marketing content, learning content, scenarios). Regarding English to Polish translations, I have experience with games, applications, and websites. Occasionally, I participate in copywriting and ghostwriting projects.

Exemplary stakeholders I have worked with: Localize Direct, NEONET, NEO24, Your KAYA, UAB Falgelabis, Arcadia, Ridero, Ludeon Studios. Also, I supported independent authors.

12.2020 – present

Roboto Global (translation agency, remote) – Editor

At Roboto, I am responsible for translation, proofreading, verification, and editing English to Polish translations for software, gaming, media, and IT industries (games, applications, websites, newsletters, social media content, subtitles, prose). Also, I prepare internal language guidelines for the projects.

There, I work on materials for companies like Riot Games, Sony, EA, AXN, Ubisoft, Bloober Team, Techland, Revolution Software, Plug In Digital, Connectmedica.

07.2015 – 06.2020

How2Play (gaming news portal, remote) – People & Content Generalist (Executive Editor)

At How2Play, I was fully responsible for the content strategy. I managed all the published content (in Polish) and supervised it (including proofreading). I performed the role of WordPress administrator (including WordPress training for new team members). Also, I acted as a project manager within marketing campaigns delivered for our clients (e.g. Riot Games). For almost 3 years (2016-2019), I lead the social media team (5 people). Moreover, I managed company profiles & groups in social media and paid ads.

Experience (non-profit)

09.2018 – 08.2019

Inter Artes (student scientific journal, Lublin, Poland) – Executive Editor

Inter Artes is a student scientific journal of the Students' Association of College of Interdisciplinary Individual Studies (The John Paul II Catholic University of Lublin, Poland). As an Executive Editor, I was responsible for cooperation with authors and reviewers. Also, I proofread most of the articles and prepared the whole publication for an official release.

09.2018 – 08.2019

The Polish Scouting and Guiding Association (Polish scouting organization, Lublin, Poland) – Proofreader (Polish)

As a proofreader, I was responsible for proofreading and editing Polish content for the association. Mostly, I worked on marketing materials, reports, and brochures.

Skills

- Text editing and proofreading
- English to Polish translation
- Translation verification
- Knowledge of SEO, UX writing, and web writing recommendations
- Research and information verification

Traits

- Organized
- Responsible
- Punctual
- Precise
- Communicative
- Tech-literate

Tools

- Microsoft 365 (including Word, Excel, PowerPoint, Publisher), OpenOffice (including LibreOffice), Google Docs Editors (including Google Docs, Google Sheets), Celtx
- PDF: Adobe Acrobat Reader
- CAT: MemoQ, Phrase
- Web: WordPress, Joomla!, Presta, HTML & CSS (basics), ChatGPT
- Graphics & DTP: Canva, GIMP, Adobe InDesign
- Supporting tools: Grammarly, LanguageTool, Hemingway, Gender Decoder, Surfer SEO
- Work organization & cooperation: Trello, Notion, Jira, Miro, GitHub
- Communications: Slack, Zoom, MS Teams, Google Meets, Telegram, MS Outlook, MS Teams
- Marketing: Google Analytics, Meta (Facebook ads)
- Other: OneDrive, SharePoint

Languages

- Polish – native
- English – C2