



M.A. Matej Trančo

mato2501@gmail.com, +421918044286

Prague

Most of my work experience is closely linked to my university degree as my field of study was Teaching of English language and literature & Civics. I've started to work on a freelance basis closely after my graduation and my first official cooperation was with the nutritional supplements company GymBeam. It consists mostly of translations of blog articles, social media content and product descriptions. At the beginning of 2020, I started to cooperate with a Slovak entrepreneur who does business in South Africa. In this case, my duties consist mostly of managing day-to-day communication as well as interpretation of conference calls held on a regular basis. Despite doing well in both, I felt the urge for change and thus I moved to Prague where I'm more than open for new experience and hopefully a work environment that can help me grow both personally and professionally. Last but not least, I'd like to be a beneficial factor for my potential new employer while believing that my work experience and skills fall on a fertile soil.

Some of the translations have been done by me: <https://gymbeam.com/blog/>

Experience

01/2020 - until now

Interpreter

Private Entrepreneur

At the beginning of 2020, I started to cooperate with a Slovak entrepreneur who does business in South Africa. In this case, my duties consist mostly of managing day-to-day communication as well as interpretation of conference calls held on a regular basis.

10/2019 - until now

Translator

GymBeam s.r.o.

My duties consist mostly of translations of blog articles, social media content and product descriptions.

05/2019 - 08/2019

Work&Travel program participant - Server

Holiday Inn & Suites - Virginia Beach

Lastly, I'd like to mention that during the summers of 2017, 2018 and 2019 I participated in Work&Travel program and spent these summers working as a server for Holiday Inn & Suites in Virginia Beach, VA. Apart from having a huge impact on the level of my spoken English, these summers were a remarkable experience that helped me grow as a person, build my worldview towards open-mindedness and tolerance as well as gave me the opportunity to visit a lot of beautiful places ranging from the major U.S. cities to Carribean.

05/2017 - until now

Translator

Own business

I've started with translation for various clients during my university studies. The content of the translations was rather diverse ranging from guides and manuals to various papers and dissertations.

Knowledge and skills

Languages:

Slovak (proficient)

English (proficient)

Russian (basic)

Skills:

Typing Advanced Microsoft Excel Advanced Microsoft PowerPoint Advanced Microsoft Word Advanced Microsoft Windows Expert AutoCAD Basic Work ethics based on responsibility and open-mindedness. Flexibility Interpersonal skills Communicativeness

Driving licenses:

A B Aktivní řidič

Hobbies:

Motorcycles Ice hockey Watching docuseries Reading books

Education

Level of education

University

2014 - 2019

University of Zilina in Zilina

Teaching of English language and Literature & Civics

2010 - 2014

Secondary Technical School of I. Gessay

2675 M Electrotechnics