



# Paweł Gruchała

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## EMPLOYMENT:

- 2008 onwards                      **Translator** (self-employed since Sep 2015)                      **Cracow**
- provide translations of technical documentation (ENG=>PL and DEU=>PL) in fields such as IT (UIs, user manuals), industrial automation, robotics, and automotive industry
  - collaborate with Amplexor (previously euroscript) since 2008
  - collaborate with Star LG since 2016
  - have gained an experience of using CAT tools (Studio 2017, Transit NXT, Across, XTM)
  - translate scholarly texts (articles and bilingual editions)
- 2003–2006,  
November 2007  
– September 2015                      **Wydawnictwo EGIS Sp. z o.o.**                      **Cracow**  
*A publishing house specializing in English  
textbooks and Polish-language ELT materials*
- Editor**
- gained an experience of editing Polish and English texts (proofreading and thorough analysis of texts)
  - coordinated the collaboration with authors and other partners of firm
  - successfully monitored the work of DTP operators
  - translated texts from English to Polish and from Polish to English
- January–October 2007                      **RR Donnelley Europe**                      **Cracow**  
*An international printing company*
- Customer Service Representative**
- prepared and supervised the production process by filling in technical documentation to instruct the various departments (Printing, Bindery, QC, Shipping, etc.) about the job details
  - maintained contacts with the customers (correspondence, phone calls, customer visits to RRD plants in Poland)
  - solved production problems and managed customer complaints
- 2005–2009                      **Poliglota School of Languages**                      **Cracow**  
**Syllabus School of Languages**                      **Cracow**  
**English Teacher**
- taught English to groups of learners at elementary to upper intermediate levels
- ## EDUCATION:
- 1998–2003                      **M.A. in English Philology,**  
**Jagiellonian University in Kraków**  
specializations: **translation, methods of teaching**
- 1994–1998                      **Bartłomiej Nowodworski Secondary School in Kraków**

### ***SKILLS:***

- experienced user of CAT tools: Studio 2017, Transit NXT, Across, XTM
- highly developed predispositions for working with texts (attention to detail, sensitivity to nuances of form and meaning and precision in formulating ideas)
- ability to use one's native tongue fluently and brilliantly
- good organization of work
- ability to prioritize and cope with deadlines

### ***FOREIGN LANGUAGES:***

- **English** confirmed with Business English Certificate Higher (BEC Higher) examination, grade A, November 2006
- **German** confirmed with Prüfung Wirtschaftsdeutsch (PWD) examination, overall grade very good, May/June 2007
- **Italian** at an intermediate level

### ***PERSONAL DETAILS:***

- **date of birth:** 14 March 1979
- **nationality:** Polish
- **interests:** cycling (especially long routes), travelling

I give my permission to processing of my personal data contained in the questionnaire as necessary for the implementation of the recruitment process pursuant to the Act of 28.08.1997 on Protection of Personal Data.