

JITKA DOLEŽALOVÁ

Remote Translator | Czech Cultural Specialist

* 04-03-1992

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📍 Náchod, Czechia

SUMMARY

Dedicated Czech translator with over 8 years of experience in linguistic services, translation, localization and proofreading. Proficient in Czech, English and Russian and experienced using WordFast and Trados. Utilized in-depth knowledge of Czech culture to translate a range of materials, from marketing and economic documents to technical content and web platforms.

EXPERIENCE

Freelance Translator

Self Employed

📅 10/2016 - Present 📍 Remote

- Proficient in Russian-Czech and English-Czech translation, ensuring high-quality work with keen attention to terminology and cultural relevance.
- Versatile translation specialist with experience in sectors like Advertising, PR, Arts, Business, Linguistics, Localization, Finance, Economics and Law.
- Skilled in translating a wide array of documents, including contracts, marketing collateral, technical manuals and specializing in website localization.
- Expert user of CAT tools such as Wordfast and Trados, and proficient with team collaboration platforms including Slack and Google Teams for efficient project coordination.
- Delivered rapid and high-quality translation services for 50+ individual clients and esteemed organizations, including Mirai Intex and International Needs.
- Contributed to the international presence of websites like vean-tattoo.cz and drink-good-wine.com through expert translation services.
- Proficient in creating and translating subtitles with tools such as Subtitle Edit and VisualSubSync.





Language Teacher

Self Employed

📅 09/2016 - Present 📍 Remote

- Delivered English, Russian, and Czech language lessons via Zoom and Skype, adeptly adjusting to varied educational settings from individual tutoring to group sessions.
- Contributed to the success of established online language schools like www.academy-zabreh.eu, www.kurzy-zebra.cz, www.wrabbit.ru, www.online-learn.eu, www.skype-school.com, languageliveschool.com.
- Attained a 90% success rate in coaching students to successfully pass key language exams, such as the Czech Permanent Residency and Cambridge Assessment English tests.
- Employed a comprehensive teaching approach, encompassing speaking, listening, writing, vocabulary enhancement and reading skills.
- Adapted teaching methods to accommodate multicultural classrooms, ensuring an understanding of cultural differences and fostering an inclusive learning atmosphere.

ACHIEVEMENTS

-  **Content Developer**
Created grammar exercises that led to the successful launch of the learning software Engramo English in 2020.
-  **Website Localization**
Localization of websites and mobile applications for international companies VeAn Tattoo (from 2022) and Drink Good Wine (from 2023).
-  **Ethnolinguistics Project Success**
Contributed to the successful outcome of the project and the publication of an academic monograph in 2016.
-  **Successful Czech Teacher of Foreigners**
5000+ of lessons focused on Czech cultural specifics and their influence on the language for multi-cultural students who have passed Czech language exams.

SKILLS

- Czech Translation
- Localization
- Linguistic Research
- Subtitling
- CAT Tools
- In-depth Cultural Knowledge
- Ability to Work Remotely

PROJECTS & PARTICIPATIONS

Ethnolinguistic Academic Research

01/2015 - 01/2016, University of Ostrava, CZ
Contributed to academic research and data analysis for a survey, resulting in the publication of the monograph "Pes v jazyce a myšlení" (Dog in Language and Thinking).

International Scientific and Practical Seminar on Translation

14/2014 - 16/2014 Plovdiv University, Bulgaria
Delivered an engaging presentation on "Specifics of Film Translation" to an audience of 50+ participants.

EXPERIENCE

Czech for Foreigners Teacher

[Go Study - Language School](#)

📅 06/2020 - 07/2021 📍 Brno, Czechia

- Delivered group classes to 15 students, achieving a 100% pass rate on examinations.
- Successfully guided complete beginners to attain B2 level mastery in Czech in 10 months employing strategic teaching approaches.
- Developed original educational materials, ensuring a comprehensive learning experience.
- Implemented efficient time management strategies for optimal lesson planning and assessment evaluation.
- Adhered to school guidelines and etiquette, while providing detailed student progress reports via Excel to management.
- Collaborated with peers through regular Zoom conferences, sharing resources and teaching experiences.

Linguist

[Educational software for English a.s.](#)

📅 09/2016 - 04/2017 📍 Remote

- Contributed to the development of Engramo English, an innovative educational software designed to enhance English language proficiency through targeted grammar modules.
- Developed 200+ targeted tasks to improve the mastery of prepositions within contextual applications.
- Designed a comprehensive suite of task types including Multiple Choice, Gap-filling, Matching and Open Cloze to cater to diverse learning modalities.
- Demonstrated autonomy and accountability in task generation, while collaborating with team management and peers via Slack for project alignment and execution.

English Second Language Teacher

[Language school Teburg](#) 📅 09/2015 - 05/2016 📍 Ostrava, Czechia

- Crafted and implemented 80+ strategic lesson plans to bolster English language proficiency, emphasizing conversational and written skills across varying levels of learner proficiency.
- Assessed student progress through regular, structured testing to ensure educational objectives were met.

EDUCATION

Master's degree in Russian Language for Translation and Interpretation

[University of Ostrava](#) 📅 09/2014 - 06/2016 📍 Ostrava, Czechia

Bachelor's in Russian Language for Business

[University of Ostrava](#) 📅 09/2011 - 08/2014 📍 Ostrava, Czechia

LANGUAGES

Czech Native ●●●●●

English Proficient (CAE) ●●●●●

Russian Proficient ●●●●●

REFERENCES

[Angelina Seroshtan](#)

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