

Mgr. Jana Fiľarská

Address: Hrobákova 1, 851 02 Bratislava

Tel.: 0903 669 920

Email: janotovaj@gmail.com; prekladyfilarska@gmail.com



CURRICULUM VITAE

WORK EXPERIENCE:

2010 - present **Translator - freelance**

2009 - 2023 **White & Case s.r.o./Aldertree legal s.r.o., Bratislava**
law firm

Position: **Translator**

Responsibilities:

- preparation of ordinary and certified translations from/into English of various legal documents, agreements and contracts, court decisions, submissions, extracts and certificates
- preparation of ordinary and certified translations from/into English of various submissions for EU regarding compliance with EU legislations
- preparation of price proposals related to translations
- participation in the preparation of marketing materials, legal service proposals
- communication with lawyers and marketing department regarding the preparation of references for law firm ranking publications

2006 - 2009 **DLA-PIPER Weiss-Tessbach Rechtsanwälte GmbH, organizačná zložka, Bratislava**
law firm

Position: **Translator/Assistant**

Responsibilities:

- preparation of translations from/into English of various legal documents, agreements and contracts and business correspondence
- administrative support for lawyers
- participation in research, communication with public authorities
- assistance to office manager regarding office management

2003 - 2006 **Dedák & Partners, s.r.o., Bratislava**
law firm

Position: **Assistant/Translator**

Responsibilities:

- administrative support for lawyers, office manager and marketing
- participation in the preparation of marketing materials and legal service proposals
- participation in the preparation of company events
- preparation of translations from/into English of various legal documents, and documents for marketing and office manager

EDUCATION:

2006 - 2009 **University of Ss. Cyril and Methodius, Trnava**
Faculty of Mass Media Communications
Study Program: Mass Media Communications
Study Field: Mass Media Studies

Bachelor's degree

1998 – 2003

University of Prešov, Prešov

Faculty of Arts

Study Field: Modern Non-Slavonic Philology – Specialization: English Language and Literature and Slavonic Philology – Specialization: Polish Language and Literature

Master's degree

2001 - 2002

Jagiellonian University, Cracow, Faculty of International and Political Sciences, Institute of Polish and Ethnic Studies

Polish language course within international exchange studies

COURSES, KONFERENCES:

2013 - present

Sovak Terminology Network Conference, European Commission Directorate-General for Translation

Annual participation

2005 - 2006

State Language School, Bratislava

One-year course in the field of translation with a special state language exam for translation

1996 - 1997

State Language School, Žilina

One-year intensive course with a general state language exam

LANGUAGE SKILLS:

English

Proficient User (C2)

Polish

Independent User (A2)

German

Basic User (A2)

SPECIAL KNOWLEDGE:

Microsoft Office

Word, Excel, Powerpoint - advanced

CAT Tools:

SDL Trados Studio 2017

B Category Driving License

Registration in List of

since 2011, Reg. No. 971141

Translators:

Trade Register No.

550-22603

PERSONAL INTERESTS:

literature, theatre, music and sports

ADDITIONAL INFORMATION:

I consider myself a flexible and positive person. I have a pleasant demeanor and good communication skills. I like to take on challenges and learn new things.

Bratislava, 1 October 2023


Jana Filarská