

CURRICULUM VITAE

PERSONAL INFORMATION

Name
Address
Telephone
E-mail
Nationality
Date of birth

Majchrzak Agnieszka
ul. Taczaka 6/21 61-818 Poznań
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agnieszka.majchrzak@post.pl
Polish
25-09-1979



EMPLOYMENT AND VOLUNTEER

HISTORY

- Dates (from – to)
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

September 2003 to the present
SELF-EMPLOYMENT, POZNAN

Translator English - Polish

Translation services for Deloitte Doradztwo Podatkowe Sp. z o.o., Link Up Mitaka Limited, F5 Konsulting Frackowiak i Partnerzy, RNT Niezależni Trenerzy, Selgros Sp. z o.o., Szkoła Języka Angielskiego i Niemieckiego Sp. z o.o. mainly in the area of banking, finance as well as legal English.

Major translation projects:

July 04 – aptitude tests, RNT Consulting (150 000 words),
Sept 05 – documentation for Phare project, f5 Konsulting (40 000 words),
Nov 05 – academic papers for a financial magazine (10 000 words),
June 06 – marketing materials, Selgros Sp. z o.o., (30 000 words),
Nov 06 to present – tax audit documentation, agreements,
Deloitte Doradztwo Podatkowe Sp. z o.o. (200 000 words to Jan 08)
Mar 07 to present – financial and legal texts, web sites, Link Up Mitaka Ltd.
(98 000 words translated from Mar 07 to Jan 08)
Mar 07 – food safety training course, Itrium Solutions (30 000 words)
Dec 07 – audit on annual report, Chelmski Cement Sp. z o.o. (10 000 words)

Teaching Programmes Coordinator

One-to-one business English trainings for School of English and German Language in Poznan (in BZ WBK Brokerage House, BZ WBK Credit Centre), Selgros Sp. z o.o. and University of Banking.

Responsible for creating individual business English programmes for BZ WBK employees.

Language audits

In charge of language testing during job interviews for RNT Niezależni Trenerzy.

Irena Talarowska +48 61 855 21 71, Lukasz Madej +48 61 860 21 00

- References

October 2001 – June 2002

KEMONGSA AGENCY, SEOUL, SOUTH KOREA

English Teacher

Taught 5 hours a day to groups of children 7 - 9 year old.

Responsible for classroom management and leisure activities.

Participated in teachers' trainings organised by the agency.

18 November – 13 December 2002

MINISTRY OF FOREIGN AFFAIRS OF POLAND, WARSAW

Internship program

Assisted in translating and editing ministerial documents.

Prepared a report: 'The role of China in the process of reconciliation of the Korean Peninsula'

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization
- Title of qualification awarded
- Principal subjects skills covered

PERSONAL SKILLS AND COMPETENCES

LANGUAGES

SOCIAL SKILLS AND COMPETENCES

ORGANIZATIONAL SKILLS AND COMPETENCES

TRAININGS

TECHNICAL SKILLS AND COMPETENCES AREAS OF INTEREST

September 1999 – June 2003

AEGEE-POZNAN, EUROPEAN STUDENTS' FORUM, POZNAN

Volunteer work

Translation of websites.

Interpreting support during numerous conferences organised in Poznan.

Responsible for logistics tasks during a statutory conference in Poznan in 1999 (600 participants).

September 2003 – June 2004

University of Economics, Poznan

Diploma in Post-graduate studies

European Integration

European Legal System, European Institutions, Common Trade Policy, Monetary Policy in the EU, Tax Systems in EU member countries and others, Banking Systems in the EU.

September 1998 – June 2003

University of Adam Mickiewicz, Faculty of Modern Languages and Literature, Poznan

M.A. Ethno-linguistics

Modern Languages: English, Korean, Russian, French; Theory of translation, American Culture, Academic Writing, Linguistics

Thesis title: '*Certain problems of translation from Korean on the basis of Polish and English translations of Han Mahl-Sook's short stories*'.

Awarded scholarship over four years for high grade point average.

September 2001 – June 2002

Sejong University, Seoul

Diploma in East Asian Studies

Modern Korean Language, International Trade Policy, Korean Politics, International Relations.

English - excellent reading, writing and verbal skills

Cambridge University Certificate of Proficiency in English

Russian - very good reading, writing and verbal skills

Korean - good reading, writing and verbal skills

French - very good reading, writing and verbal skills

Good communicator. Ability to liaise with clients and colleagues obtained while teaching people from different backgrounds.

Highly-educated with background in languages, theory of translation as well as economics.

Natural linguist. Able to write well both in Polish and in English with thorough knowledge of grammar and sensitivity to different styles.

Well-read and having excellent general knowledge acquired while working as a teacher and a translator in areas such as finance, capital markets, credits and EU issues.

Enquiring mind and excellent research skills. Able to grasp unfamiliar topics quickly and manipulate the resources that can be helpful.

Accurate and meticulous.

SDL Certification Intermediate, July 07.

Translating poetry workshop, February – April 2007.

Trados 7 Freelance, expert user of Microsoft Office programs; Word, Excel, PowerPoint.

Translating poetry, swimming, tennis, mountain climbing, drawing, art, theatre.