

CURRICULUM VITAE

Anna Miklos-Spasic
English-Polish-German Translator
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Since 01/09/1982 → present **Freelance translator and interpreter**
Specialization: Law and Human Resources/Business
Medicine (General, Instruments)

RECENT PROJECTS

Law

Various company contracts and agreements
(source language: *Polish*-target language: *German*, 8.760 words)

Lease contracts
(source language: *English*, target language: *Serbian*, 2500 words)

Legal instructions (source language: *German*, target language: *English*, 1.101 words)

Immigration and asylum law:

Durable co-operation with the Federal Asylum Agency
(on-going translations and Interpreting *Serbian-German-English*),

Federal Ministry for the Interior
(on-going translations and Interpreting *Serbian-German-Polish*)

International Rescue Committee
(Translations *Bosnian-English*)

Translating and Interpreting for Canadian and Australian Diplomatic Missions in Vienna

Technical:

HTCR Radial Trucks (source language: *English*, target language: *Polish*, 31.247 words)

User Manual Home Multimedia Center Movie Cube-R, (Proofreading :source language
English, target language: *German*, 3.023 words)

AccessDirect - Introduction (source language: *English*, target language: *Polish*, 577
words)

Translations and interpreting related to preparation and setting-up of an Aldi construction
project in Atherstone, UK.

IT Manual User/MP3 Player, (source language *English*, target language: *German*, 4000
words)

Medical:

Henry Schein 75th Anniversary Celebrations -Speeches (*source language:English, target language: German; 10.000 words*)

Golf related injuries (*source language:English, target language: German; 306 words*)

Golf related injuries (*source language:English, target language: Polish; 306 words*)

Blood sugar meter manual (*source language English, target language: German, 1600 words*)

Behandlung nicht-melanozytärer Hautkrebserkrankungen (*source language:German target language: Polish; 1250 words*)

HR:

Coaching tests

(*source language: English, target language:German, 12.000 words*)

Business/Marketing/Financial

Banking (CFD Trading)

(*source language: English, target language:German, 804 words*)

Accounting principles(*source language: English, target language:German, 1 250 words*)

Insurance

Pension Insurance Agency in Vienna;

(*Numerous translations Polish-German*)

Arts/Entertainment/Tourism/Advertising

Website www.maritczak.at, Lawyer's office, Vienna (*source language German, target language English, ongoing project*)

Tourist leaflet UK (*source language: English, target language:German 324 words*)

www.helpingtofindmadeleine.com International Centre for Missing and Exploited Children (*source language English, target language German, 465 words*)

Press report on Goranci in Kosovo (*source language: Serbian, target language: German, 2.622 words*)

Work for clients/agencies in Austria, Germany, South Africa, USA and Poland.

Education

03/1992

Title of qualification awarded: PhD in Philosophy, Communication and Drama, University in Vienna

1982 - 1986

Drama and journalism, Fac. of Fundamental and Integrative Sciences, University in Vienna

1979 - 1982	Translation Science: Polish-German-English University, Faculty of Humanities, University in Vienna
1978 - 1979	English Studies, Faculty of Humanities Maria Curie-Sklodowska University in Lublin, Poland
Other professional qualifications	<p>CPE (Certificate of Proficiency in English) ESOL Examinations Board</p> <p>Grosses Deutsches Sprachdiplom (The highest level in German as similar to that of an educated native speaker), Goethe Institut</p> <p>Diploma in Entrepreneurship, Vienna Chamber of Commerce (Course scheme: economic and labour law, management information system; management by objectives; business administration; personnel management; recruitment and communication; investment appraisal; accountancy, commerce strategies; corporate governance)</p> <p>Manpower Lease Trade Licence, Vienna Chamber of Commerce (law of employment and labour relations; social law; EU labour legislation; law relating to aliens and work permits; industrial law and collective agreements; economic law; recruitment and employment policy; trainee regulations)</p> <p>Webinar Workshops /SDL Trados Training</p> <p>Workshop: translation of EU legal documents and conference papers. The UNESCO Chair for Translation Studies and Inter-cultural Communication Faculty of Philology, Jagiellon University, Kraków, Poland</p>
Languages	Polish (mother tongue) German (near to native), English, Serbo-Croatian (proficient user)
Translation Tools Software	Wordfast, SDL TRADOS, prompt 2006 Windows XP, Office XP, Security tools: Firewall, Antispy