

CURRICULUM VITAE



Basic Data:

Kateřina Suchánková

Date of birth: 11 May 1966

Address: Komenského 245/37, 500 03 Hradec Králové, Czech Republic

Education:

Grammar School Pardubice (1980-1984), the **Prague University of Economics and Business** – Faculty of International Relations (1984 – 1988), state language examinations – Russian language (1987), English language (1989), courses “Business English” – MBA Training Centre Čelákovice (1993- 1995), a short-term attachment in Scotland organized within a Phare project.

Experience:

Since 1997: trade license for translations and interpreting, work as a *freelancer* in the said field in English and German languages.

My main areas of specialization are:

- *Life science, medical, pharmaceuticals*
- *Business*
- *Law (contracts, legal documents, business plans, litigations)*
- *Marketing*
- *HR*
- *Social issues*
- *Technical translations (engineering, electronics, printing industry – e.g. user's guides, chemistry, translations of web sites)*
- *Environment*
- *the European Union, government*

I cooperate with several translation agencies, but also directly with various companies and organizations, of which I would like to mention the following ones.

- **IQVIA Ltd, United Kingdom** – translations of various documents in the area of clinical trials CTAs, ICFs, protocol synopses, drug labels, Summaries of Medicinal Product Characteristics [SmPCs], labels for study drugs and patient cards, patient questionnaires, software for clinical trials and related user manuals, backtranslation, linguistic validation services
- **RWS, USA** – I cooperate with this company exclusively in the healthcare area where I translate, edit, and harmonize e.g., patient questionnaires for clinical studies, manuals for using eDiaries, SmPCs
- **ICON Clinical Research UK Ltd** – translations of various documents in the area of clinical trials, linguistic validation services
- **TransPerfect USA** – CTAs, ICFs, protocol synopses, drug labels, SmPCs, labels for study drugs and patient cards, patient questionnaires, software for clinical trials and related user manuals); various company documents, HR documents, online training courses, marketing documents, technical and other documents, evaluation of test translations done by new candidate linguists.
- **Okodia, Spain** – I translate for this company from English and German, mainly documents related to healthcare, such as CTAs, ICFs, and SmPCs.
- **Toptranslation, Germany** – I translate for them from English and German various manuals, also including medical devices, and some marketing and legal texts.
- **Belisarius s.r.o., Czech Republic** – even if located in the Czech Republic, the company is owned by UK nationals. One of them is a Howard Chapman, an English lawyer having his law office also in Prague. Therefore, the translations we specialize in are mainly legal texts.
- **Cooperation with the European Union bodies** – interpreting during various conferences organized by EU authorities in cooperation with Czech state administration.

- **Ekonox, s.r.o. Pardubice** – translation of the Reference Document on Best Available Techniques in the Emissions from Storage published by the European Commission, and some other reference documents, of MSDS. Interpreting during a conference focused on renewable energy resources.
- **LanguageWire, Denmark** – mainly translations and revisions of SmPCs for drugs
- **Embassy of Great Britain** – interpreting during visits of British entrepreneurs mediated by the Commercial Department of the Embassy
- **Pardubice City Hall**, namely cooperation with the mayor – interpreting during receptions of foreign visitors, e.g., **the Ambassador of Great Britain, the Chancellor of the Exchequer of Great Britain (the later UK Prime Minister Gordon Brown), the Ambassador of Spain, the ambassadors of eight Asian countries, the writer Dick Francis.**
- **Prolingua s.r.o., Hradec Králové** – translations of user's guides, contracts, legal documents, EU funded projects, interpreting for various clients, e.g., Breitling.
- **Smurfit Kappa GSF, the Netherlands** – interpreting during business negotiations of the export manager of the company during her visits in the Czech Republic, including independent negotiation of the company offers and the marketing study of the Czech market for the company
- **Model Obalý Nymburk** – interpreting during whole investment projects from business meetings with potential suppliers, pre-installation meetings, installation itself including handover from the supplier to employee training, solving guarantee issues, maintenance visits, etc.
- **Farmtec a.s., Jistebnice** – interpreting during installation project and training of a rotary milking parlor at several farms
- **König & Bauer, Germany** – interpreting during training on a offset printing machine

Besides the above-mentioned companies, I cooperate with lots of other companies from all over the world.

Publications: I am a co-author (together with the company Belisarius mentioned above) of the publication of

The Commercial Code of the Czech Republic translated from Czech into English.

1995-1998 – maternity leave – at the same time I was teaching English in courses language (for company Oskar and later I organized my own language courses), translations and interpreting for various.

1988 – 1995 – Synthesia Pardubice – since 1990 Foreign Trade Department, 1993 - 1995 Foreign Trade Department Manager. Within the framework of my work in foreign trade I took part in many business negotiations with foreign partners, I was preparing and concluding contracts for sales and purchase of goods and raw materials. I also participated in market research in various trade-fairs both in the Czech Republic and abroad.

Other Information:

I have a driving license group B, user's PC knowledge (MS Office, Internet, SDL Studio 2021, Wordfast Pro, memoQ, WordBee, as well as other company specific CATs).

Hradec Králové, 10 January 2023

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