

EUROPEAN
CURRICULUM VITAE
FORM



PERSONAL DETAILS

Name **MGR. PAVEL RICHTER**
Adress **BRIGÁDNICKÁ 13, ČESKÉ BUDĚJOVICE 6, 370 06**
Phone number **+420 775 913 716**
E-mail **richter@richtercb.cz**
WWW **www.richtercb.cz**; fast internet connection
Nationality Czech
Family status Married, two children
Date and place of birth 31. 5. 1978; Brno

WORK EXPERIENCE

- Period 6/2006- up to present
- Institution/company Aspena Brno, SPA Praha, AZRA Praha
- Position **Off-site translator, proofreader a reviewer**
- Job content *Major IT projects:* translations for Microsoft (Czech localization of Windows Vista), McAfee, Logitech and F-Secure companies; Adobe - complete localization of Adobe Photoshop Elements (SW UI and manual), www and promo translations for Adobe (complete program portfolio); Autodesk – SW UI and manual translation for Autodesk Inventor (2008&2009);

Major logistics, marketing and management projects: Czech SAP localization (2006), Quality Management Guidelines (100NS+ job)

Major EU translations: work on EU grant n. 17.020100.01/06/452818 (in collaboration with MSc. Milan Bouša) /700 A4 pages/

Major automotive translations: promo and technical translations for Seat and Toyota Czech

Translations for travel industry: long-term on-hand experience with travel industry&translations

Major review&proofreading projects: long-term cooperation with Aspena Brno company on the rating of new translators, online review for DELL (project STORM) using online SDL TMS system (2008)
- Period 9/2005 up to present
- Institution/company Agentura Grafia Plzeň, Educo, Gaudeo, Sophia Č.Budějovice
- Position **Lecturer**
- Job content Group, company and individual courses. Management courses

- Period 1/ 2004 up to present
- Institution/company Masaryk University Brno/ "Větrné mlýny" publishing house Brno
- Position **Corrector/ proofreader**
- Job content Czech academy of science project; OCR of texts, corrections and editorial work, translations

- Period 2002 up to present
- Institution/company Aico Brno, Linga České Budějovice, Aspena Praha
- Position **Translator**
- Job content Specialization: gas engineering, building construction, management/marketing, business contracts, correspondence, medical translations, travel industry

- Institution/company 1999-2000 Herdeggen Ostrava
- Position **Travel agent**
- Job content Bicycle tourism

EDUCATION

- Period 2000-2005
- Institution Masaryk University Brno, Faculty of Arts
- Branch of studies **English language and literature(Mgr)** (philology - translatology)
- Courses content In-depth treatment of English language, translation and computers, translation theories and praxis. Localization of Moodle e-learning system.

- Period 1997-2000
- Institution Hradec Králové University, pedagogical faculty
- Branch of studies **Financial management (Bc)**
- Courses content Management, communication, macro and microeconomics, accountancy, financial management and accountancy, client management. English and German in travel industry

- Period 1997
- Institution State language school Brno
- Branch of studies **English language course**
- Courses content First Certificate, "Státní jazyková zkouška z angličtiny" examination

- Period 1992-6
- Institution "Gymnázium Tábořská" grammar school Brno
- Courses content School leaving exam (maturita)

LANGUAGES

- Reading **ENGLISH** Upper Advanced
- Writing Upper Advanced
- Speaking Fluent

- Reading **GERMAN** Intermediate
- Writing Lower Intermediate
- Speaking Lower Intermediate

SOCIAL SKILLS

Experience with managing a large group of people – adults (in travel industry as a travel agent), kids (five years as a Boy Scout group leader& summer holiday camps). Good communication skills (client management, business meetings); excelent knowledge of psychology and

psychotherapy.

TECHNICAL SKILLS	PC: Microsoft Office (Word, Excel, PowerPoint), www building (Macromedia Dreamweaver), flash animations (Macromedia Flash), music composition (Cakewalk ProAudio, Goldwave), graphics (Photoshop, Corel), OCR programs: Finereader (scanning, text recognition and correction)
CAT SOFTWARE USED	Trados Tageditor (7.1, 7.5), Trados Multiterm 7, Idiom Desktop Workbench, Passolo (2006,2007), Multilizer (6, 7), Catalyst 7, Helium, LocStudio 4.8,
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