

## Europass Curriculum Vitae

### Personal information



**First name(s) / Surname(s)** **Anna Ludmila Ciszek**  
**Address** Cmentarna 51/41, 39-200 Dębica (Poland)  
**Mobile** +48606223449  
**E-mail(s)** ciszek.anna@gmail.com; askrajna@gmail.com  
**Nationality** Polish  
**Date of birth** 9 May 84  
**Gender** Female

### Desired employment / Occupational field

**Translator**

### Work experience

<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p>	<p>Sep 08 - <b>now</b></p> <p>Freelance Translator</p> <p>English &lt;&gt; Polish translation of texts related to the areas of electronic devices, paralegal documents, business magazine articles</p> <p>BTInfo Biuro Tłumaczeń Informatycznych Przyłuccy Spółka Jawna ul. Puławska 405a, 02-801 Warszawa (Poland)</p> <p>Translation Vendor</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p>	<p>Sep 08 - Aug 09</p> <p>Freelance Translator</p> <p>English &lt;&gt; Polish translation of texts related to marketing (electronic devices), HR, corporation documents and academic publications</p> <p>Biuro Tłumaczeń INTERTEXT ul. Marszałkowska 2/7, 00-581 Warszawa (Poland)</p> <p>Translation Vendor</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p>	<p>Nov 07 - Aug 09</p> <p>In-house/Freelance Translator</p> <p>English &lt;&gt; Polish Translating technical documentation relating to the building of a new plant Translating English legal texts and experts' reports related to the new plant, incl. Contract for Construction Works (FIDIC) Internal HR documentation, regulations and forms, marketing materials and presentations of the company. Interpreting during business meetings.</p> <p>NIDEC MOTORS &amp; ACTUATORS (POLAND), Sp. z o.o ul. Skarbowa 36, 32-005 Niepolomice (Poland)</p> <p>Manufacturer of motors and acutators, and related parts</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p>	<p>Sep 07 - <b>now</b></p> <p>Freelance Translator</p>

Main activities and responsibilities	English <> Polish translation Continuing service as a freelance translator and reviewer (teleworking) Specializing in: CRM (Oracle software), industrial automation, IT hardware and software (esp. printing), electronic devices (esp. printing devices)
Name and address of employer	Argos Translations Sp. z o.o. Mogilska 100, 31-546 Kraków (Poland)
Type of business or sector	Translation Vendor
Dates	07/2007 - 09/2007
Occupation or position held	Trainee Translator
Main activities and responsibilities	English <> Polish translation Technical translation: manuals, machine documentation and marketing documents Areas: Software, hardware, electronic devices, legal documents, EU documents, internal HR regulations, industrial automation Translation review and compiling field-specific glossaries Completed training "Style and grammar in technical texts in Polish language" Co-creating e-learning courses for translators introducing to the use of SDL Trados tools Mastered translation tools: Trados, Transit, MultiTerm
Name and address of employer	Argos Translations Sp. z o.o. Mogilska 100, 31-546 Kraków (Poland)
Type of business or sector	Translation Vendor
Dates	Feb 07 - Apr 07
Occupation or position held	Trainee Translator
Main activities and responsibilities	Creating short news texts in English presenting the situation in Poland to the visitors of expats-in-poland.com website and translating terms and rules of competitions organized by the website
Name and address of employer	3TRON sp. z o.o. Myśliwska 48 A/8, 80-283 Gdańsk (Poland)
Type of business or sector	Publishing
Dates	May 06 - Jul 08
Occupation or position held	Volunteer Translator
Main activities and responsibilities	English <> Polish translation Academic publications in the fields of marketing, psychology and advertising
Name and address of employer	Student Translation Office of the Jagiellonian University Bydgoska 19, 30-056 Kraków (Poland)
Type of business or sector	Non-profit student translation organization
Dates	04/2006 - 07/2007
Occupation or position held	Volunteer Translator
Main activities and responsibilities	Polish > English translation of culture-related articles for a culture-promoting website Witryna Czasopism.pl
Name and address of employer	Witryna Czasopism.pl
Type of business or sector	Culture & Internet
Dates	Sep 03 - Oct 10
Occupation or position held	Freelance Translator
Main activities and responsibilities	English > Polish translation of manuals and brochures related to industrial automation
Name and address of employer	Elkal/ASE sp. z o.o. Rzeszowska 135, 39-200 Dębica (Poland)

Type of business or sector | Industrial Automation for Small and Medium Plants

## Education and training

Dates | Oct 02 - Jun 08

Title of qualification awarded | Magister (Polish equivalent of Master of Arts)

Principal subjects / occupational skills covered | English language literature/history  
Linguistics  
Translation Studies  
Methods of Teaching Foreign Languages

Name and type of organisation providing education and training | Jagiellonian University (university)  
Gołębia 24, 31-007 Kraków (Poland)

Level in national or international classification | Master Degree

Dates | Oct 08 - Jun 09

Principal subjects / occupational skills covered | Intensive Italian Course  
(Preparation to CELI 4 exam)

Name and type of organisation providing education and training | European University Institute (doctoral and post-doc institute)  
Via dei Roccettini 9, I-50016 San Domenico di Fiesole (FI) (Italy)

## Personal skills and competences

Mother tongue(s) | **Polish**

Other language(s)

Self-assessment  
*European level (\*)*

**English**  
**Italian**  
**Spanish / Castilian**  
**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user
B2	Independent user	B2	Independent user	A2	Basic User	A2	Basic User	B1	Independent user
B2	Independent user	B2	Independent user	A2	Basic User	A2	Basic User	B1	Independent user

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences | responsible, helpful, sociable, patient, understanding, persuasive

Organisational skills and competences | team-player, able to work under pressure, perfect work organization

Technical skills and competences | basic HTML programming

Computer skills and competences | proficiency in CAT tools:  
Trados, SDLX, Multiterm, Idiom Server Workbench, HyperHub, Transit

fluent use and good knowledge of:

- Windows XP/Vista
- Microsoft Office 2007
- basic image editors

Driving licence(s) | B