

CURRICULUM VITAE



PERSONAL INFORMATION



TOMASZ KOŚCIUCZUK

CERTIFIED PRO — IN COMPLIANCE WITH ISO 17100



PROF. KOTARBIŃSKIEGO 2/75, 76-200 SŁUPSK PL



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Nationality | POLISH

Date of birth | 1975

Mother tongue | POLISH

EDUCATION

- Name and type of organisation
- Title of qualification awarded

Adam Mickiewicz University, Faculty of English
Ph. D. candidate in Translation Studies

Adam Mickiewicz University, Faculty of English
M.A. in Translation Studies

Koszalin Technical University, English Teacher Training College
B.A. in Teaching English as a Foreign Language

Polish Federation of Engineering Associations
Training programme for supervisory board positions in state-owned companies

Polish Minister of Treasury
Certificate for supervisory board positions in state-owned companies

PROFESSIONAL TRAINING AND CONFERENCES

- Organiser
- Name and date of event

Johannes Gutenberg Universitat Mainz
International Conference on Eyetracking and Applied Linguistics 2015

- Organiser
- Name and date of event

Adam Mickiewicz University in Poznań PL
45th Poznań Linguistic Meeting 2015

- Organiser
- Name and date of event

Copenhagen Business School
Fourth International PhD Course on Translation Process Research 2014
International Workshop on Translation, Bilingualism and Translation Technology 2014

- Organiser
- Name and date of event

Localise. pl / Textem
The Translation and Localisation Conference, Warsaw 2013 — speaker
The Translation and Localisation Conference, Warsaw 2012

- Organiser
- Name and date of event

LSP Software
Polish Translation and Localisation Market, Poznań 2011
Polish Translation and Localisation Market, Kraków 2010

- Organiser
- Name and date of event

Baltic Society of Translators

Sentence Structure and Word Order in Polish – workshops for translators, 2013
 Practical English Skills Required in the Examination for Sworn Translators, 2012
 Punctuation in EN<->PL Translation, 2010
 The Culture of Polish for Translators Part 2, 2009

- Organiser
- Name and date of event

Proz.com

First Polish Virtual Conference, 2013
 Virtual MemoQ Day, 2012
 Recruitment Virtual Event, 2011
 Freelance Translator Virtual Conference, 2010
 First Virtual Conference, 2009

WORK EXPERIENCE

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

SINCE 1998

Progres Translations, Słupsk PL
 freelance translator / company owner

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

SINCE 2015

A large public transport company
 chairman of the supervisory board

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

SINCE 2008

Polish Television Gdańsk, Gdańsk PL
 member of the programming board

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

2008–2012

Office of a Member of Parliament, Słupsk PL
 voluntary assistant to a member of parliament

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

2005–2006

Ustka Municipality, Ustka PL
 spokesman

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

1998–2005

Progres School of Languages, Ustka PL
 teacher of English / company owner

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

1995–1998

Nicolaus Copernicus Secondary School, Ustka PL
 teacher of English / member of the National Examining Committee

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

1994–1996

Cpt. Leonid Teliga Primary School, Ustka PL
 teacher of English



TRANSLATOR PORTFOLIO

- Domain
- Description of experience

INDUSTRY

I translate marketing materials (both printed and online), technical specifications and manuals for manufacturers of equipment used in all industrial, laboratory and domestic applications such as scales and balances, manual and electronic pipettes, analytical instruments for process measurements, labelling machines and software, sprayers, pumps, valves, proportioners, pressure washers, chainsaws, lawnmowers, personal protective equipment and other. The end clients are leading manufacturers with global presence. Most of them require the joint translation & revision service, which means that at least two translators participate in each project, as per EN 15038. For this purpose I rely on a couple of my trusted and extremely competent colleagues who perform either the translation or the revision stage.

- Key end clients

Mettler-Toledo, Graco, Husqvarna, Ohaus, DAF

- Domain
- Description of experience

POWER GENERATION

I have developed a network of international clients who work in the Polish energy sector. My translations include technical requirements, connection agreements and grid codes – often related to the construction of wind farms. Specialised terminology means that the source text needs to be well understood before it is translated. In 2010–2011 I provided day-to-day translation services for Vattenfall Sweden before it completely withdrew from Poland. Early in the 2000s, one of my first regular clients was a district heating company co-owned first by Swedish Vattenfall and then by German E.ON. The majority shareholder appreciated my contributions as a translator to the extent that now I hold the position of the Supervisory Board Chairman and host regular meetings where we discuss the company's performance and issues related to the energy sector.

- Key end clients

Shell, Vattenfall, Electrum, Energa-Operator, BP

- Domain
- Description of experience

IT

As a remote member of the Polish LocStar team (formerly known as Moravia IT), I localised dozens of user interfaces, help files, knowledge base articles and user manuals for the top players on the global IT market. Most IT clients have their detailed style guides, terminology bases and other instructions which I was required to follow carefully. I always received positive feedback for my translations and for some projects I reviewed other translators' work. I then used the experience gained in the LocStar team to provide quality assurance services to a number of rising software developers.

- Key end clients

Apple, Adobe, Skype, IBM, Zoho Corporation

- Domain
- Description of experience

BUSINESS LAW

I completed a course for candidates for supervisory board positions in state-owned companies which covered the Polish Companies Code, accountancy regulations, capital markets, the civil law, corporate governance, bankruptcy proceedings and marketing. I can use this knowledge in my supervisory board position but also for my translation clients. My favourite business documents include company deeds, statutes and memoranda, financial reports, investor prospectuses, KIID's, supply contracts, employment contracts, employee handbooks, health and safety policies. Over the years, I have learnt a lot about the business regulations and realities in Ireland and the United Kingdom.

- Key end clients

Companies from Ireland and the UK

TECHNICAL SKILLS AND COMPETENCES

My preferred CAT tool is **TRADOS STUDIO** but I also use Tstream Editor, WorkBench, TagEditor, MemoQ, Passolo and Idiom if required.

