




Standard CV

 Curriculum vitae		
PERSONAL INFORMATION		
Name	Nationality	Date of birth
Petr Mácha	Czech	15. 12. 1960
Address	Phone	E-mail
Na Hůrkách 86 26203 Nový Knín Czech Republic	+420 777 593 343	petr@macha.name petr@petrmacha.onmicrosoft.com

MOTHER TONGUE: Czech

Languages	English	Russian	Slovak			
◆ READING	Excellent	Very good	Excellent			
◆ WRITING	Very Good	Good	Elementary			
◆ SPEAKING	Good	Good	Elementary			

Please use the following indications: elementary – fair – good – very good – excellent

EDUCATION AND TRAINING (RELEVANT ITEMS ONLY; STARTING WITH MOST RECENT)

PERIOD	DIPLOMAS / QUALIFICATIONS OBTAINED	UNIVERSITY, INSTITUTES, ETC.	COUNTRY
1985	RNDr. (Doctor of Natural Sciences) degree	Charles University Prague, Faculty of Natural Sciences	Czechoslovakia
1979-1984	Completed degree program in systematic biology and ecology	Charles University Prague, Faculty of Natural Sciences	Czechoslovakia

EMPLOYMENT/WORK EXPERIENCE

Employer/Institute name	Period	Details
Czechoslovak Army	1984-1985	Required Military Service
Czech Agricultural University in Prague	1985-1990	Applied research in ecology and ecological technology, monitoring the state of local environments
Výstavnictví Praha s.p., Prague	1990	Screen printer for an exhibition company
Společnost pro Všeobecnou československou výstavu 1991 (Society for the Czechoslovak General Exposition 1991)	1990-1991	Manager of the marketing division
Europlakat s.r.o., Prague	1991-1992	Commercial director overseeing outdoor advertising and negotiating with clients from marketing agencies
Capital Poster Advertising s.r.o., Prague	1992-1994	Director of a small company overseeing outdoor advertising and negotiating with clients from advertising agencies
Self-employment	1994-2004	Providing advertising services and real-estate consultation services
Freelance translator	2000-present	Translating and proofreading various specialized texts from English into Czech

TRANSLATION EXPERIENCE

Time spent working as a translator (in years) – in case of part-time work, recalculate to give the appropriate full-time amount:	24 years
Total number of words in all translated and/or proofread projects in last year:	1,501,000 words
Percentage of words translated or proofread in the technical field in last year:	Approximately 90%

TECHNICAL SKILLS AND COMPETENCIES, SOFTWARE IN USE

TRADOS STUDIO 2022
PASSOLO TRANSLATOR 2011, 2015, 2016, 2019, 2022
MULTITERM 2022
MULTITERM EXTRACT 2022
SDL PHRASE FINDER
WORLDSEVER
IDIOM WORLDSEVER DESKTOP WORKBENCH
TRANSIT NXT
MEMO Q
PHRASE
ATMS
XTM
WORDBEE
SMARTLING
QUICKTERM
GLOBALLINK
SYNERGY
POEDIT
HYPERHUB
TRANSLATION WORKSPACE XLIFF EDITOR
IBM TRANSLATION MANAGER
NEMO
XBENCH 3.0
ABBYY FINEREADER 12.0 PROFESSIONAL EDITION
ADOBE ACROBAT PRO
MICROSOFT 365
WINDOWS 11 PRO

In Nový Knín, May 6, 2024

SELECTED MAJOR PROJECTS

(in alphabetical order)

Automobile industry, Engineering:

Air Products:

Various products; User manuals and Web pages; Localization

ABB Automation Products GmbH:

Various products; User manuals

AC:

New low pressure compressor ZS ScrewBlower; Project master specification

Atlas Copco:

Various products; User manuals

BDR Thermea:

Various products; User manuals

Biolan:

Various hygienic products; User manuals

Bobcat:

Various products; User manuals

Caterpillar:

Various operating and maintenance manuals: e.g. Hartl Powercrusher, Screener HCS Grizzly; Operating and maintenance manual

Chicago Pneumatic:

Desoutter Industrial Tools; Catalogue & User manuals

CNH:

Various products; Maintenance & Service manuals

DAF:

Various car models; Workshop manuals

Danfoss:

Various products; Fitters notes & Manuals

DINO Lift:

Various DINO lifts; Operating instructions

Dräger:

Website; Localization

DS Smith:

Various products; User manuals

Electrolux:

Various products; User manuals & Web pages; Localization

Farnell:

Web Catalogue; Localization

Federal Mogul:

Various products; Marketing Materials

Fiat:

Various models; Marketing materials & User manuals

Genie, A Terex Company:

TZ™-50, GS-1530, 1930, 2032, 2046, 2632, 2646, 2668 RT, 3232, 3246, 3268 RT, 3384, 3390, 4390, 5390, Z™-45/25, Z™-45/25; Service manuals

Glasstech, Inc.:

Furnace 0566-00, Maintenance & Service manual; Drives manual

GM:

EPC3; User guide

Grabner Instruments™ Messtechnik GMBH:

Viscometer MINIVIS II; User's Manual

Harley Davidson:

Various models; Marketing materials

Hitachi Construction Machinery:

Hydraulic Excavator ZAXIS and other models; Software & Operator's manuals

Honda:

Various models; Workshop manuals and other materials

Honeywell:

Various products; User manuals & Web pages; Localization

Horiba:

Various products; User manuals

Husky:

Various products; User manuals

Husqvarna:

Various products; User manuals

IMI International:

Various products; User manuals

Iveco:

Various models; Workshop manuals

Jaguar:

Various car models; Marketing materials & User manuals

John Crane Safematic Oy:

Safeunit Ultima seal water regulator and inductive sensor AC-1 or EX-1 and SmartFlow IG seal water flow regulating device for a double-acting mechanical seal; Installation and operation instructions

KAWASAKI:

Various products; User manuals

Keyence:

Various products; Marketing materials & Web pages; Localization

KOBELCO:

Various products; User manuals

Komatsu:

Various products; User manuals

Laitram:

Various products; User manuals

Lincoln Electric:

Various products; User manuals

Maguire Products:

Various products; User manuals & Software; Localization

MISUMI:

Catalogue; Localization

Pulsafeeder, Inc.:

System Vision LV; User's manual

Philips:

Various products; Marketing materials & Web pages; Localization

Range Rover:

Various car models; Marketing materials & User manuals

Renault:

Various models; Workshop manuals

Rendamax Heatnology:

Boiler R600; Operation and installation manual for authorized technicians only

RS Components:

Web Catalogue; Localization

Schneider Electric:

Web Catalogue; Localization

Sonnek Engineering:

Various products; User manuals

TIC:

T-47G Transponder/Interrogator/IFF/TACAN/DME TCAS Ramp Test Set;
Operational & Maintenance manual

Toyoda:

TOYOPUC PC3J, Hellowin, Programmer for PC3/2 Series; Instruction manual

TPCA:

System RAMRUN DAIFUKU; User's guide

Volvo Construction Equipment:

SD116/SD160/SD190/SD200; Operator's manual

Volvo Penta:

Industrial Engines; Instruction manuals

Uhlmann:

Various products; User manuals

Whirlpool:

Various products; User's manuals

Würth:

Web Catalogue; Localization

Yamabiko:

Various products; User's manuals

Computers, IT, e-Commerce:**ADOBE:**

Software & User's manuals; Localization

APPLE:

Apple LQA Program:
Czech Lead Reviewer (2013-2021):
Review and quality control: localization of software, web pages, marketing texts, user support texts etc.
Support for linguists, answering linguistic queries, trainings for linguists, managing regular e-meetings with linguists etc.
Creating and managing of glossaries and style guides
Co-operation with customer project managers

CANON:

Various products; Web pages; User's manuals

CISCO SYSTEMS:

Cisco Self-Defending Network; Overview

COREL:

Software & User's manuals; Localization

Dassault Systèmes:

SolidWorks and other software & User's manuals; Localization

DELL:

Software & User's manuals; Localization

EATON:

Various products; Marketing materials

eBay:

Web pages; Localization

ELECTUDE:

Online learning solutions; Localization

GARMIN:

Various products; Software & Web pages; Localization

GE:

GE SupportCentral; Localization

GEOTAB:

User's manuals; Localization

Kapsch:

Czech Road User Charging System; System concepts

Kieback & Peter:

DDC3000 Central Unit; Operation guide

KOFAX:

Software & User's manuals; Localization

Kyocera:

FS-1116MFP Facsimile; Operation guide

LENOVO:

Various products; Marketing materials

NetSuite:

Software; Localization

NHR:

Powerflex Notebook™; User's manual

MINOLTA:

Various products; User manuals & Software; Localization

OKI:

Various products; Marketing materials; Company policies

ORACLE:

Various Software; Localization

Refco:

Refco Xpress - Real-Time Trading Application; User's manual

Shopify:

Software & Web pages; Localization

Surfware:

Software; Localization

SUUNTO:

Various products; Software & Web pages; Localization

Systema AG:

Inkjet Type GT Jet 3000 Series; Operation & Maintenance manual

TomTom:

Software; Localization

Xerox:

Software & Web pages; Localization

Economics, Finance, Business:**Bilfinger:**

Company policies

Chemopetrol a. s.:

Draft report on forensic review findings

Diebold Nixdorf:

Company materials

Fromageries Bel:

Crisis management manual

Heineken International:

Web Enjoy Heineken Responsibly; Localization

HENKEL:

Various products; Marketing materials

HSBC:

Web pages; Localization

MONDELEZ:

Company materials

Oceaneering Multiflex:

HSE Evaluation of Contractors

Parker:

Lean Enterprise Fundamentals; Didactic presentation

Sandvik:

Production & Flow Manager Training, Didactic presentation

Unilever:

Various products; Marketing materials

European Union:

European Commission:

Guidance Document for the Implementation of the European PRTR

EU Office for Harmonization in the Internal Market:

Trademark Consultation Service; Localization

Healthcare, Environment, Science, Sharing Economy:

COCHLEAR:

Various products; User manuals

Fluke:

Various products; User manuals & Marketing materials

GE Healthcare:

Various products; User manuals

GLOOKO:

Various products; User manuals

Hach Lange:

Various products; User manuals & Marketing materials

Johnson Diversey:

Various products; Marketing materials

LIME:

Various products; Software & Web pages; Localization

Lobbe:

Remediation Acid Tar Lagoon; Preliminary Design Documents

MED-EL:

Cochlear Implants; User manuals

Philips Medical:

Various products; User manuals

Radiometer:

Various products; User manuals

Stern Review on the Economics of Climate Change:

Selected parts

TPCA:

TPCA Environmental Management System Manual

Vestas:

Wind turbines; User's manuals

Yazaki Europe Limited:

Environment, Health & Safety Management System Manual

Entertainment:

888.com:

Software & Web pages; Localization

Derivco:

Web pages; Localization

Pinnacle:

Web pages; Localization