

# ADAM BUCHTA

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## translator

### Professional experience

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2021 -	Translator – freelancer DE/PL/ENG
2001 -	Translator / Editor working for sworn translator in German and Dutch L. Buchta, Rzepin
2021	Armatis Polska Sp. z o.o / Hermes Germany GmbH Customer Service Specialist , work at home office
2021	Amazon CS Poland Sp. z o.o. Customer Service Specialist , work at home office
2019-2020	Sitel Polska Sp. Z.o.o. / eBay GmbH Customer Service Specialist , work at home office
2019	Translator-coordinator work on the extension of telecommunications networks in Germany
2018-2019	Ferrum Fabryka Okien i Drzwi Sp. z.o.o. Inowrocław Export and foreign cooperation department, translator, coordinator.
2017- 2018	Prima Sp. Z.o.o. Inowrocław Export and foreign cooperation department, translator, coordinator.
2016- 2017	Sanplast S.A. Wymysłowice specialist for German-speaking customer services and accounting.
2016	Professional Care 24 Sp. z o.o. Toruń German-speaking customer service and recruitment specialist.
2014- 2015	Inter Partner Assistance Service GmbH Frankfurt (Oder) Specialist in German-speaking customer service, debt collection, billing, accounting, insurance policies, etc., for American Express
2014	walter services Frankfurt Oder GmbH, Frankfurt (Oder) Sky Deutschland Fernsehen - Customer Service Specialist
2012 -2012	Investor Center Ostbrandenburg GmbH Frankfurt (Oder) Project "Joint Settlement Network ". Project manager for Interreg IV a. Investor Center Ostbrandenburg GmbH Frankfurt (Oder) Project "Logistik Region Viadrina". Project manager for Interreg IV a.
2010 -2011	Bertelsmann Media Polska, Arvato services Polska sp. z.o.o., Poznań, / easyJet specialist in the German-speaking customer relations department.
2009-2010	ARKADIA " Real Estate Market Advisor Office in Poznań, real estate agent.
2009	OVB Vermögensberatung Berlin – Property Advisor.

2007 – 2010	Ackon Immobilien Berlin real estate agent,international investment department, company expansion specialist.
2007 -	Self-employed, professional real estate agent's license issued by the Berlin Charlottenburg District Office.
2008 - 2009	Woli GmbH Berlin - Lawyer
2006 – 2007	Hotel Quentin Berlin am Kurfürstendamm - tourist services
2004 – 2005	Europrotec GmbH Słubice - trainee salesman

## Student practice

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2003 - 2004	Engler Immobilien GmbH Professional practice in a real estate agent's office in Frankfurt (Oder).
2001	The Embassy of the Republic of Poland in the Federal Republic of Germany in Berlin, Public Diplomacy Department and Consular Affairs Division , Information System Department of the Ministry of Foreign Affairs - student traineeship.

## Education

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1999 - 2008	Faculty of Law at the European University Viadrina in Frankfurt (Oder), major: law (Rechtswissenschaft)
2007-2008	Workshop on advanced translation of specialist texts as a preparation for the state examination for translators of German and Polish VHS / Freie Universität Berlin
2007	Courses in real estate and finance, Chamber of Trade and Industry - IHK Berlin
2000 - 2003	Faculty of Law of the European University Viadrina in Frankfurt (Oder) in cooperation with the Faculty of Law and Administration of Adam Mickiewicz University in Poznan, Faculty of Law and Administration , major: law
1998	Diploma C2 "Großes Deutsches Sprachdiplom " Goethe Institut Berlin "
1997	Advanced English course, B2, National University of Galway/Ireland
1993-1997	Highschool School in Dębno Lubuskie

## More activities:

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	Co-founder of ELSA Unit (European Law Students Organisation)- UAM Collegium Pollonicum in Słubice
	Member of Existenzgründer-Institut Berlin e.V.
<b>Hobby :</b>	Les Mills Workouts, Winter sports, good book, good music.

## IT and language skills

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### Skill

Computer skills, OS like Windows, Mac OS X, Linux, and for mobile, iOS, Android OS, Windows OS, Blackberry OS, Symbian, Bada, and more unique and amazing software etc. For remote working environment I use Windows Pro.	X
SDL Trados Studio, CAT – tools;ike Matecat, Memsource, Transifex, MemoQ, Verifika, Xbench, and many more that were invented during the co-evolution of language and normativity .	X
Adobe, MS Office, Libre, Open, OnOffice, Expose7, FiBu.	X
German: certificate C2	X
English: very good in speech and writing, B2,	X
Dutch: basics, Russian: basics A2	X

I have an entrepreneurial DNA: I get things done, I am flexible to changes, eager to learn, resilient to failure, persistent in making an impact.

### Communication skills:

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Keen eye for attention to detail. Ability to organize and tackle high volumes of work under tight deadlines.

### More Qualifications:

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Work experience in a global team environment. Proven ability to work independently or in ambiguous circumstances.

Experience working in a cross-functional team.

Experience in a multi-language publishing environment, including globalization for translation, terminology databases and management, and other world-ready approaches.

Strong editorial background and skills in proofreading and creating, implementing, and ensuring adherence to style guides. I do edit all content for accuracy and voice. I have experience developing and maintaining a written "voice" for a brand, with an clear sense of what is authentic to both the institution or a company and the audience. As Copywriter I craft authentic, vibrant copy that tells a story with personality and purpose.