# **ADAM BUCHTA**

ul. Jesionowa 37/19, PL 88-100 Inowrocław/ Forsthausstr. 36 DE 15526 Bad Saarow Tel. +48 881195545e-mail : damnatax@gmail.com, installments@gmail.com



# translator

# Professional experience

	•
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

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

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:

Co-founder of ELSA Unit (European Law Students Organisation)- UAM Collegium

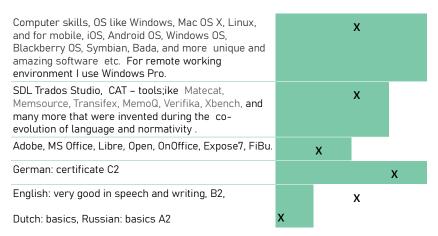
Pollonicum in Słubice

Member of Existenzgründer-Institut Berlin e.V.

Hobby: Les Mills Workouts, Winter sports, good book, good music.

## IT and language skills

### Skill



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:

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

#### More Qualifications:

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.