

CURRICULUM VITAE



Name: Iwona Radzinska

mobile: +48 0609 623 220

e-mail: iwona.optima@onet.pl

phone: + 48 (0)55 648 55 88

fax: +48 (0)55 648 55 89

Professional profile:

Since December 1996 and ongoing – the owner of the **Translation Agency**

“**OPTIMA**” and the EN-POL /POL–EN translator. Orders come mostly from the Polish branches of multinationals like: ABB Zamech Ltd., HANYANG ZAS Sp. z o.o. , STRABAG Sp. z o.o., ORGANIKA SA, Alstom Power Ltd., as well as Zeus Sp. z o.o. (civil engineering company), Hollas Sp. z o.o., SandValley Sp. z o.o.. I successfully cooperate with other translation agencies; dealing in all the European languages for the engineering, business, finance, law and economy translations.

December 2000 - July 2002 - Polish - American joint venture **ICC Paslek Ltd.**, Paslek, position: Administration Manager

Responsibilities: supervision over the outsourcing companies as well as internal departments: human resources, insurance, ISO documentation and procedures, import – export procedures; translator and interpreter for CEO (US citizen).

February 1996 - December 2000 - PPU Elzam SA, then **Elzam-Konstal Sp. z o.o.**, Elblag, position: Contract manager.

Responsibilities: sales and marketing, starting with the customers’ inquiry through an offer, negotiations of contract terms and conditions, supervision over contracts’ execution and, finally, the shipment of goods.

Education:

2005 – **REGENT College**, English language philology,

1991 - 1996 - **University of Lodz**, Economics Department, Specialisation: International trade

1987 - 1991 - High School of Economics in Elblag

Professional trainings:

March 1996 - International trade training led by The Centre of Leaders Creation, Warsaw

September - December 1995 – The course of English language organized by The British Council in Lodz and First Certificate of English exam passed successfully.

April 1994 – “Doing Bussiness in Europe“ a training organized by the University of Limburg (the Netherlands)

Additional achievements:

- The command of English on the proficiency level; (Certificate of Business English of University of Łodz)
- Regent College – Scholarship for the Best Results - each year ended with the second best position

- 1991 – Olympics of Economics, the winner of the regional level in Gdańsk, a finalist of the national level in Warsaw
 - fluent computer user - Windows, Microsoft Office, internet, CAT tools - Wordfast
 - driving license
-

Hobby:

- linguistics, translation
- traveling
- literature
- psychology