

CURRICULUM VITAE

JANA HLAVATA

Spanish, English, Slovak and Czech translator and proof-reader & Spanish and English teacher

16 Gatling Road, SE20RF, London, UK
Virgen del Carmen 19, 3a, 20012, Donostia-San Sebastian, Spain
Tel: +44 787 148 6733
+34 722 313 644

e-mail: jana.hlavata@transer.eu, jana.hlavata@yahoo.es

website: <http://www.transer.eu>

PROFILE

I am native Slovak speaker, bilingual in Czech, with Spanish and English at C2 level, degree in Hispanic and English linguistics - specialisation in translation and interpreting and also teacher-trained.

I have a passion for languages and different cultures and have worked very hard to prepare myself for a career as a translator, as well as teacher.

Living in New Zealand, Spain, UK, Slovakia, Czech Republic and USA has enabled me to have open mind and better understand different cultures.

SKILLS

- Languages
 - native **Slovak** speaker
 - **Spanish** C2 level both written and spoken
 - advanced proficiency in written and spoken **English**
 - bilingual in **Czech**
- Translation
 - translating and proof-reading general and technical texts
- Language pairs - Spanish and English into Slovak
 - Czech, Slovak and Spanish into English
- Computer literacy
 - Word, Excel, PowerPoint, Outlook, Microsoft Windows, Mac, Adobe Photoshop, SmartBoard, CAT Tools – Wordfast Pro and Classic

WORK EXPERIENCE

Feb 2010 to June 2012: South Thames College, Wandsworth High Street, Visiting teacher for 11 to 12 week courses: Spanish A1/2 level, specialised beginner classes Spanish for holidays, Community Interpreting L2 and L3 and substitute teacher for B1 level Spanish.

Sep 2007 to present day: Freelance translator and proof-reader

translation experience: general texts, IT, marketing, law, botany, environmental, certificates/diplomas, electrical devices and other manuals, social relations, European Union texts, nutrition, aquatic and civil engineering, marketing texts for implant dentistry, product descriptions of different engineering appliances, tourism and travel

<u>proof-reading experience:</u>	travel, tourism
<u>other experience:</u>	web site translations together with content upload via Dreamweaver, SEO translation
2010 to present day:	Independent consultant for Butler Hill Group, P.O. Box 935, Ridgefield, CT 06877, USA. Checking and assessing machine translations.
October 2011	PBM Servicios Linguisticos, Patricia Beltran Martinez, c/ Poniente 130, 2o, 4a, 08912, Badalona (Barcelona), Spain. Web translation project for Abba Hotels and SEO.
Jul 2007 – Mar 2008	Tour Operator representative - Smilo DM, Queenspark, London (<i>24-hour interpreter for client's needs, handling customer service enquiries, problem solving, guests meeting and transport, handling complaints in Spanish and English.</i>)
Sep 2006 – June 2007:	Business Academy (Slovakia), Spanish teacher – A1 and B1 levels
Sep 2002 – June 2003:	Working for Edesta – agency for English supply teachers for kindergartens. Working with children age 4 – 6.

EDUCATION

A Levels (equivalent)	<i>Maturita</i> – high school diploma in Social sciences, Slovak language and literature, English, History and Mathematics.
Degree	<i>Magister</i> (equivalent to Master of Arts) at the University: Univerzita Mateja Bela, Slovakia in Hispanic and English Philology with specialisation in Translating and Interpreting for English and Spanish.
Training courses	<i>DELE superior</i> (Diploma in Spanish as a foreign language) equivalent to Spanish C2 level
Oct 2010 – Dec 2010:	PTLLS at University of Goldsmith (in collaboration with Instituto Cervantes), London
Dec 2010 – Jun 2010:	CLTA (Certificate in language teaching to adults) at University of Goldsmith, London
Dec 2010:	Certificate in Community Interpreting L3 from National Open College Network

MEMBERSHIPS

Member of Institute for Learning– IfL
ProZ Translation Portal – <http://www.proz.com/translator/789251>
LinkedIn - uk.linkedin.com/in/transer
TranslatorsCafe – <http://www.translatorscafe.com/cafe/member38537.htm>