

AGNIESZKA TOMECZEK

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Polish-English-Polish Translator and Interpreter
Sworn translator registered with the Polish
Ministry of Justice (reg. TP 149/2014)

SKILLS

LANGUAGES:

Polish – mother tongue

English – near-native
(lived in the UK since 2004)

SERVICES:

Translation – English-Polish/Polish-English

Interpreting - English-Polish/Polish-English
(Simultaneous and consecutive)
Proofreading

SPECIALISING IN:

Medicine
Finances
Life sciences
Law
Business & Marketing
Technical translation

EDUCATION

January 2014

Diploma in Translation, Institute of
Linguists

Full Member of the Chartered
Institute of Linguists since 2012

June 2008

Diploma in Public Service Interpreting,
Law, Institute of Linguists

Daily output:
3000 – 5000 words

2002-2004

MA in English Language Studies,
University of Silesia, Poland

WORK EXPERIENCE

FREELANCE TRANSLATOR AND INTERPRETER SINCE 2007

OVER 3000 HOURS OF INTERPRETING
OVER 3 000 000 WORDS TRANSLATED

TRANSLATION:

LEGAL:

Court orders, police interviews, witness statements, prosecution case openings, defence statements, indictments, contracts, legal correspondence, marriage, death, birth certificates, CAFCASS reports, viability assessments,

RECENT PROJECTS:

- Police breathalysing procedure – 4600 words
- Conditional fee agreement – 12 200 words

BUSINESS:

Policies and procedures, HR documentation (employee books, disciplinary procedures, grievances, job descriptions), marketing leaflets, brochures and website copies

RECENT PROJECTS:

- Regular marketing texts for a B2B service company – ca. 5000/month
- Health and safety manual – 9600 words

FINANCIAL:

Policies, financial statements, bank statements, tax documentation

RECENT PROJECTS:

- Internal bank policy relating to new banking regulations – 7300 words
- Articles of association of a private investment fund – 14 300 words

TECHNICAL:

Product descriptions, Standard Operating Procedures, user guides

RECENT PROJECTS:

- Razor assembly line instruction manual – 16400 words
- Heat exchanger operation manual – 12 000 words

MEDICAL:

- Medico-legal reports: (ophthalmology, neurosurgery, orthopaedics, psychiatry, paediatrics, histopathology, orthotics, occupational therapy, neuropsychology), medical records, radiology and MRI reports

RECENT PROJECTS:

- Hospital policy in relation to the Mental Health Act – 5200 words
- Orthopedics report in a personal injury case – 4500 words
- Hospital patient records – 3300 words

INTERPRETING:**LEGAL:**

- Crown Courts, Magistrates' Courts and County Courts: witness evidence, simultaneous interpreting for the defendant, solicitors' conferences
- Police stations: interviews under caution, introducing charges, witness and victim statements

MEDICAL:

- Assessments at hospital wards and clinics, GP surgeries, operating theatres, rehabilitation units, A&E

Other information

Software: SDL Trados 2009, MsOffice, Adobe Reader, Abbyy Fine Reader

Daily output: 3000 – 4000 words

Full and clean driving license

REFERENCES: available on request