

Michal KREJČÍ

Curriculum Vitae



Personal information

First name / Surname

Michal KREJČÍ

Address

Zámecká 854/13, Ostrava, 702 00, Czech Republic

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Nationality

Czech

Date of birth

29. 12. 1981

Gender

Male

Work experience

Dates

January 2011 – Present

Occupation or position held

Freelance Linguist – Translator, Proofreader, and Copywriter (English and Czech)

Main activities and responsibilities

- Translation, proofreading, editing, and copywriting using different CAT Tools, namely:
- SDL Trados Studio 2015/2017, memoQ 8, Trados 2007, Wordfast Pro 3.x, Idiom and others.

Name and address of employer

Different clients worldwide (See page 3 for a [List of recently completed significant projects](#))

Type of business or sector

Translation, Localization, and Copywriting

Dates

August 2019 – November 2020

Occupation or position held

Senior Technical Writer (English, Czech)

Main activities and responsibilities

Designing documentation workflow and creating English technical hardware/software documentation

- Working remotely and on-site in a highly scalable agile SAFe environment
- Writing SDK/REST API documentation, release notes, HW/SW specification
- Developing automation scripts and web apps for publishing documentation files
- Training technical writers and localization coordinators
- Designing and implementing localization process workflow for 21 target languages
- Coordinating linguistic testing of software localized into 21 languages

Name and address of employer

Konica Minolta Business Solutions Czech spol. s.r.o., Holandská 4, Brno

Type of business or sector

Electronics (multi-functional peripherals, printers, servers)

Dates

June 2017 – July 2019

Occupation or position held

Senior Technical Writer (English, Czech)

Main activities and responsibilities

Providing technical writing and localization management services

- Remote and on-site work in an AGILE environment
- Writing SDK and REST API documentation, software/hardware specification, release notes
- Preparing production templates for PDF, MS Word, and Web/HTML output
- Migrating documentation content between Confluence instances and other authoring tools
- Coordinating localization jobs into 18 languages using Memsource
- Preparing localization testing environment and test cases for 18 languages using Zephyr for Jira

Name and address of employer

Axians redtoo s.r.o., Holandská 3, Brno

Type of business or sector

Electronics (multi-functional peripherals, printers, servers)

Occupation or position held

English to Czech Translator and Proofreader (In-house Position)

Main activities and responsibilities

- Translation, checking, editing, preparation of glossaries and related linguistic tasks.
- Topic: Console gaming – hardware materials, technical guides, and games descriptions.

Name and address of employer

Localsoft, S.L., Calle Severo Ochoa 16-20, Parque Tecnológico de Andalucía, Málaga, Spain

Type of business or sector

Translation and Localization

Dates

April 2011 – February 2012

Occupation or position held

Business Director / Copywriter

Main activities and responsibilities	- Deployment and management of e-commerce and internal company systems. - Creating and localizing company and product websites into Czech and English languages.
Name and address of employer	ProfiExit s.r.o., Hviezdoslavova 1191/55a, Brno, 627 00, Czech Republic
Type of business or sector	Retail Business / IT
Dates	September 2005 – April 2011
Occupation or position held	Senior Technical Writer (2005 - 2010) / Localization team leader (2010 - 2011)
Main activities and responsibilities	- Managing localization workflow (translation into 22 languages through external providers). - Planning and implementing solutions for documentation and help files production. - Creation and localization of English documentation for software products into Czech language. - Providing technical support for documentation / localization related tasks.
Name and address of employer	AVG Technologies CZ, s.r.o., Holandská 4, Brno, 639 00, Czech Republic
Type of business or sector	IT / Security Software
Dates	February 2003 – March 2005
Occupation or position held	E-Commerce Localization Manager / Branch Office Director
Main activities and responsibilities	- Managing project managers, proofreaders, reviewers, temps, and external suppliers. - Project management - both small and large volume localization and DTP projects. - Preparation of quotations, concluding agreements, acquiring new clients and suppliers. - HR activities – recruitment of new staff (evaluation, training etc.). - Translating and interpreting (English - Czech mostly).
Name and address of employer	Aspena, s.r.o., Gorkého 15, Brno, 602 00, Czech Republic
Type of business or sector	Translation / Localization / Interpreting
Dates	January 2003 – October 2006
Occupation or position held	Technical Documentation Writer / Copywriter
Main activities and responsibilities	Production of software documentation and website content in English language.
Name and address of employer	Corewebsoft Developers Group, Brno, Czech Republic
Type of business or sector	Internet / Web Applications
Dates	1999 – 2002
Occupation or position held	Freelance Journalist / Reviewer (Czech language)
Main activities and responsibilities	- Writing reviews and articles on different topics – telecommunications, Internet, and CATV.
Name of employer	Vogel Publishing, s.r.o. and Softwarové Noviny, s.r.o.
Type of business or sector	Press

Education and training

Dates	2001 – 2003
Principal subjects covered	Electrical, Electronic, Communication and Control Technology
Name of educational organization	University of Technology Brno (VUT) - Faculty of Electrical Engineering and Communication, CZ
Dates	1997 – 2001
Name of educational organization	Gymnasium Palackého 50, Nový Jičín, 741 01, Czech Republic

Personal skills and competences

Mother tongue
Other languages
Self-assessment
European level ()*
English
Spanish
German

Czech
English, Spanish, German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user

(*) [Common European Framework of Reference for Languages - http://tinyurl.com/europass-Ing-en](http://tinyurl.com/europass-Ing-en)

Average translation output (daily)	2,750 words (for English to Czech; as per 2021)
Technical skills and competences	<ul style="list-style-type: none"> - Conducting user training courses (IT topics – MS Office, web publishing, DTP/CAT tools ...). - IT Technical support of end users in English/Czech language (in person, over e-mail or phone). - Educated massage therapist (classic and Swedish massage), occasional Power yoga instructor.
Computer skills and competences	<ul style="list-style-type: none"> - Professional level of IT knowledge (gained through IT hobbies and work experiences). - Advanced knowledge of Windows Desktop/Server OS – including hardening security, maintenance, remote administration, users support, scripting, automation etc. - Advanced experience with MS Office, Imaging/DTP, Web development, CAT and other tools. - Basic (semi-advanced in some areas) general Linux OS knowledge. - Advanced administration of hosting servers (mail, web, applications, backup) running Linux CentOS (security management, general maintenance), implementation of hosting server and services management software (Plesk, cPanel, Directadmin, WHMCS) and related tasks. - Advanced experience with implementation of different web applications (Wordpress/Joomla publishing platforms, multimedia systems, documentation tools, ad management, project management and more). - Confluence management and apps implementation (management, workflow, and migration)
Artistic skills and competences	<ul style="list-style-type: none"> - Copywriting, journalistic work (mostly IT related articles in English or Czech language). - Personal / PR blogging, writing entertaining stories (multi-language leisure time activity).
Other skills and competences	Physiotherapy (semi-professional interest), sports (power yoga, fitness centre), lifelong IT enthusiast (Computers, Internet, or related contraptions), foreign languages (always keen to learn a new one).
Driving license	Category B (passenger car)

List of significant projects completed recently

Field/Sub-Field	Task Type	Description	Volume
Electronics, IT, Print Industry	Technical Writing, Translation, Editing	Preparation and translation of technical documentation, software specification, and user guides for MFP cloud/server solution	Over 2,400 hours
Electronics, IT, Marketing	Translation, Editing	Translation and editing of marketing materials (website texts, presentation software) for a major CPU producer.	Over 300 hours
IT, ERP system	Translation, Glossary	Complete localization of a huge ERP system (mostly UI materials).	183,000 words
IT, Email Marketing	Transcreation, proofreading, QA	Transcreation of different corporate content related to email marketing software	20,000+ words, 52+ hours
Corporate, IT	Translation, QA	Translation of UI/UA materials for a business management software.	40,000+ words
Corporate, HR	Translation	Translation of different employee related policies (business continuity, security)	19,000 words
Gaming, Marketing	Translation, Copywriting	Localization of marketing content for a global online lottery retailer (website content, app strings, QA)	50,000 words
Photography, Marketing	Transcreation, proofreading	Czech slogans and descriptions for a well-established brand of photographic equipment	163 hours
IT, Print Industry	Technical Writing, Localization	Writing technical documentation and organizing localization jobs	1 year+ in-house
IT, Email Marketing	Copywriting, proofreading	Copywriting of PR articles, blog entries, translation of UI texts (software items), proofreading of different marketing materials	Approx. 25,750 words
Gaming, Marketing	Transcreation, QA, translation	A-z website localization for a global online lottery retailer, incl. app strings and quality assurance, about one third of the content was marketing related	Over 100,000 words (5-month project)
IT, Software	Translation	Translation of help files for a 2D/3D modelling computer aided-aided software	Approx. 60,000 words
Legal, Different Sub-Fields (mostly technical)	Translation	Translation of legal documents (regulation drafts on different topics – agriculture, construction, chemistry etc.), guidelines and related documents (mostly technical law).	190,000+ words
IT, Security Software	Review/Translation	Proofreading/review of security software UI/UA materials (website content, software strings, legal documents, marketing brochures, user guides, etc.).	90,000 words
Gaming, Computer Games	Translation/Proofreading	Translation and proofreading of in-game content, website, and video subtitles for an award-winning MMO-action online war-related game.	15,000 words