

Anna Siewruk (Dip Trans, PG Cert, MCIL)
English <> Polish Translator, Editor and Proofreader
specialising in legal, medical and public sector translations

Location: Croydon, Surrey, UK
Mobile: +44 (0) 7949 772376
Email: anna.polishtranslator@gmail.com
Mother tongue: Polish

SUMMARY:

Experienced full-time freelance English<>Polish translator, editor and proofreader. Qualified to a postgraduate level, with distinction grades. Full member of the Chartered Institute of Linguists. Proficient user of SDL Trados Studio 2015. Providing reliable, high-quality services since 2007. Portfolio of regular clients including public sector institutions, international law firms and large corporate clients in the UK and the US. Quality and deadline guarantee. Friendly and helpful attitude.

PROFESSIONAL EXPERIENCE:

- **Freelance Translator, Editor and Proofreader**

(part-time since May 2007; full-time since Sept 2014)

Services offered: translation, editing, proofreading, back translation, website localisation, revision, assessing translation samples, glossary compilation, translation certification

Recent projects:

Legal and business: contracts of employment, terms and conditions, service agreements, privacy and data protection policies, tenancy agreements, court orders, witness statements, police and probation service documents, legal correspondence; birth, marriage and death certificates

Medicine, healthcare and pharmaceuticals: clinical studies documentation (service agreements, budgets and payment schedules, patient information leaflets), medical devices instructions for use, medical records (hospital discharge summary reports, test results, mental health assessments, care plans etc.), health questionnaires, healthcare marketing material, NHS leaflets and brochures

Public sector: social work reports (child protection), education (statements of special educational needs, educational psychology reports, Ofsted reports, academic certificates), housing and benefits

Other: instructions for use, product safety data sheets, websites, HR documents, training materials, professional qualifications, posters

- **Translation Project Manager, Geotext Translations, London**

(Jul 2011 – Sept 2014)

Responsibilities: assessed source documents and client requirements, estimated costs and turnarounds, managed all aspects of a project to ensure delivery on time and within budget

- **Information / Admin Officer (part-time), The Law Society, London**

(Jun 2008 – May 2010)

Responsibilities: provided research and administrative support to research officers, handled internal and external enquiries, formatted questionnaires and reports, processed questionnaire returns

- **Translation Coordinator / Notary Clerk, Soni & Co Notaries, London**

(Jan 2006 – Oct 2007)

Responsibilities: dealt with client enquiries, prepared documents and notarial certificates, recruited linguists, managed translation projects, performed proofreading, translated documents from/into Polish

QUALIFICATIONS:

- Postgraduate Certificate in Specialised Translation (distinction) – London Metropolitan University
- Diploma in Translation (distinctions in General Translation and Science, pass in Literature) – Chartered Institute of Linguists
- Certificate in Community Translation Level 3
- Certificate in Medical Terminology
- MA in Sociology (spec. Social Welfare and Social Work) – University of Lodz, Poland

ADDITIONAL TRAINING AND CPD:

- Terminology for Medicine and Healthcare Level 1-4
- Clinical Trials and Medical Documentation: Resources and Translation Strategies
- Course in Translation and Editing for Polish Translators

PROFESSIONAL MEMBERSHIPS:

- Full member of the Chartered Institute of Linguists

KEY STRENGTHS:

- Meticulous attention to detail
- Proficiency in research and problem-solving
- Excellent writing skills
- Ability to follow instructions and meet deadlines
- Dedication to maintaining consistently high standards
- Commitment to continuing professional development

SOFTWARE:

- Windows 10
- MS Office 2016
- SDL Trados Studio 2015
- Polish spellchecker
- Adobe Reader
- McAfee antivirus

INTERESTS, HOBBIES AND OTHER SKILLS:

- Volunteering for a wildlife rescue organisation
- Veganism
- Gardening for wildlife
- Photography
- History of Poland, UK and US
- Basic Spanish and Russian

References and sample translations available on request