



Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Janusz Suchodół**
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E-mail(s) lexis@autograf.pl
Nationality Polish
Date of birth 11 June 1970

Work experience

Dates 25/05/2003 →
Occupation or position held Freelance
Main activities and responsibilities Attested Language Services (EN-PL translation/interpretation including sworn/court, legal, financial, business contracts, agreements, technical, medical device files/manuals such as cardio-monitors, respirators, patient monitors, intraosseous access systems, surgery lamps, etc.)
Name and address of employer "LEXIS", self-run business registered in Lublin, Poland
Type of business or sector Certified translations/interpretations

Dates 06/10/2001 →
Occupation or position held Advisor to the Receiver re. foreign contacts and contracts
Main activities and responsibilities Arrangement of foreign relations in general, search & liaison with potential investors, investor relations, negotiation & preparation of foreign transactions, Polish & English versions of agreements, contracts, etc.
Name and address of employer Receiver of Daewoo Motor Poland Corp. Ltd. in Bankruptcy, Lublin, Poland
Type of business or sector Public sector - court administration over a bankrupt company

Dates 27/08/1996 - 01/10/2001
Occupation or position held P.A. to C.F.O.; P.A. to C.E.O. ; Manager of Management Board Office
Main activities and responsibilities Office management in general: production, finance & management reporting, scheduling, preparation of contracts, transactions, arrangement of supplies, expenses, business trips, meetings, correspondence, facilitating communication, translation & interpreting
Name and address of employer Daewoo Motor Poland Corp. Ltd., Lublin, Poland
Type of business or sector Automotive manufacturer

Dates 1991 - 2008
Occupation or position held Short term contracts & teaching English
Main activities and responsibilities Short-term contracts for various companies including teaching English, translation & interpretation
Name and address of employer 'Emergency Medical Systems', Lublin, Poland
'Skrivanek' - Warsaw, Poland;
'Tehand' - Lublin, Poland;
'Agrostav Společný Podnik' - Tábor; - Czechoslovakia;
'Betonutěpítő Vállalat' - Zalaegerszeg – Hungary;
'Fritz und Partner GmbH' - Untergruppenbach – Germany;
Type of business or sector Education/translation/other

Education and training

Dates	1993 - 1996
Title of qualification awarded	master degree diploma
Principal subjects / occupational skills covered	English philology - translator/teacher, German as an optional course
Name and type of organisation providing education and training	University of Marie Curie-Sklodowska in Lublin, Poland
Level in national or international classification	M.A.
Dates	1990 - 1993
Title of qualification awarded	B. A. in TEFL, Teacher's diploma
Principal subjects / occupational skills covered	English and German language; methodology of teaching English as a foreign language
Name and type of organisation providing education and training	English Teacher Training College of Lublin, Poland
Dates	1991 - 1991
Title of qualification awarded	Diploma
Principal subjects / occupational skills covered	Business English and computer course
Name and type of organisation providing education and training	NENE College, Northampton, United Kingdom
Dates	1985 - 1990
Title of qualification awarded	Technician
Principal subjects / occupational skills covered	Basic technology and maintenance of machines, basic energy applications, basic electric circuitry, machinery design and construction, mechanics, English, German & Russian
Name and type of organisation providing education and training	5-year High Technical School ("Technikum Mechaniczno Energetyczne, im. K. K. Baczyńskiego"), Lublin, Poland

Personal skills and competences

Mother tongue(s) **Polish**

Other language(s)

Self-assessment
European level ()*

English

German

Russian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
A1	Basic User	A2	Basic user	A1	Basic User	A1	Basic User	A1	Basic User
A2	Basic user	B1	Independent user	A1	Basic User	A1	Basic User	A1	Basic User

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Able to adapt to variable and shifting multicultural and multilanguage environment gained through my work experience in a big multinational production company; communication skills acquired through my work as a management board office manager and P.A.; Able to co-operate easily with others including senior management staff; team player; adjustability & flexibility gained during work under constant pressure in a busy multicultural management board office.

Organisational skills and competences Certain experience in project or team management, organisation and arrangements related to business trips, meetings and contractor/investor relations. High attention to detail gained through my

	work as a certified translator for court matters and police investigations including procedural & criminal cases.
Technical skills and competences	Technician of food industry machinery. Able to repair small defects in all sorts of office machinery or electric appliances gained through my secondary education and personal inclinations.
Computer skills and competences	Proficient user of Windows and office applications, certain experience in graphic applications such as Corel, Adobe and others; certain knowledge related to hardware - self designed and assembled all my computers (current one used to type this CV based on Core2 Duo and Microsoft Vista x64)
Artistic skills and competences	Photography and computer graphics
Other skills and competences	A certified (sworn) translator / interpreter of English – attested at Lublin Regional Court in May 2000. Registered at Ministry of Justice (Warsaw) under No. TP 1036/05.
Driving licence(s)	Category B - over 100k kilometres
Additional information	Member of TEPIS (Polish Society of Sworn and Specialised Translators). Member of TranslatorsCafe (http://yahos.translatorscafe.com). Member of PROZ (http://www.proz.com/profile/907346). Further references available if requested.
Annexes	European levels - Self Assessment Grid

EUROPEAN LEVELS - SELF ASSESSMENT GRID

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
S P E A K I N G	Spoken interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.