

MONIKA CHROSCIELEWSKA
Professional Legal and Business Translator
(English, Italian, Polish)

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Personal profile

I get great satisfaction from helping individuals and businesses communicate and operate effectively, achieve their goals and objectives, and increase profits.

I am a professional translator – fluent in English, Italian and Polish. I have a can-do attitude and I always protect the image and reputation of my employers.

Key skills and competences

- excellent translation skills (experience in the work for the European Commission)
- excellent verbal and written communication skills
- strong organisational skills
- strong interpersonal skills
- high level of professionalism, discretion and judgement
- attention to detail
- ability to work to tight deadlines and under pressure with minimum supervision
- flexible and proactive
- ability to handle confidential and sensitive information with appropriate discretion
- reliable, responsible, punctual
- creative and resourceful in producing results with minimal direction
- polite and helpful

Work experience

2005 – to date Freelance Translator (EN, IT, PL)

- providing high-quality legal and business translation services

10/2015 Translation project relating to maritime industry (Germany)

12/2014 – to date Sworn Translator of Polish and English

- provision of certified translation and interpreting services to courts, public institutions and clients who need certified translation of their documents (Polish and British clients)

**03-07/2011 Translator of Polish, English and Italian
European Commission, Directorate General for Translation (DGT),
Polish Language Department, Unit PL.02, Luxembourg**

- translation of documents requested by Commission services in the field of law, budget, finance, customs union, single market, energy, environment;
- terminological research, consultation with national authorities for the purpose of official approval of financial terminology;
- preparation of international termbases and glossaries;
- quality control procedures, reviewing other translators' work.

2007-2008 Project Manager at Art-Expo Sp. z o.o.

Organisation of Polish traders' participation in international trade fairs:

- market research
- contact with fair organisers
- preparation of commercial and financial offers for traders based on their business profile
- translation and interpreting tasks

- agency services relating to space rental, organisation of transport and accommodation, construction and furnishing of advertising stands
- development of the company's website
- visits to trade fairs.

09/2005

Trainee translator and secretary at FL POLAND

- translating business correspondence and contracts between Italian and Polish

Academic qualifications

2009–2010 University of Warsaw (Poland)
Post-graduate Programme in Legal and Court Translation and Interpreting (English, Polish)

2001–2006 Jagiellonian University, Cracow (Poland)
Master's Degree in Italian Language and Literature
 Specialty: Translation and interpreting
 including 1 year at the University of Pavia (Italy)

Training courses

2015 Own training in legal English through the participation in court hearings (London)

2014 Course in Legal and Business Translation and Interpreting (English, Polish)

2011 IT training, European Commission, DGT (Luxembourg)

2011 Workshop on MemoQ (Warsaw)

since 2007 Workshops for legal translators organised by the Polish Society of Sworn and Specialised Translators (TEPIS)

Professional skills

Languages: Polish – mother tongue; English – full professional proficiency; Italian – full professional proficiency

Computer literacy: excellent working knowledge of Trados Studio 2014, Memoq, all Microsoft applications,

Professional associations

The Polish Society of Sworn and Specialised Translators

Interests and hobbies

law, economy, the Polish, English and Italian modern literature, cinema, the history of the women's movement in Europe, travelling, charity work, health, philosophy, psychology, social science

References

Available upon request