

Pavel Hájek

Curriculum Vitae

Date of birth: 18.8.1979
Marital status: single, no children
Current location: Seoul, South Korea

Contact:

Mobile: 0082 10 2970 0029
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Education:

1990 - 1997 Gymnázium Křenová, high school - economics field
1997 - 1999 Masaryk University Brno - Faculty of Economics and Administration
- business venture specialization - unfinished

Exams:

1996 - First Certificate in English

Language pair: English -> Czech

Rates: 40 EUR / 1 000 stdw - larger projects and longterm cooperation
50 EUR / 1 000 stdw - smaller one time projects
14 EUR / hour - proofreading

Employment history:

1997 - 2002 **Karel Hájek, advertising**

- overall project management
- foreign customers relations

2002 - 2004 **DABI, s.r.o.**

- overall abroad project management - EU
- interpreting, translations
- supervising projects abroad

06/2004 - 12/2004 **Moravia IT**

- DTP specialist
- DTP lead assistant

2005 - present **Freelancer**

- Advertising and marketing - designs
- Translations and interpreting
- **03/09 - 05/13** long term projects freelance translator for eurosript Magyarország Kft.
- **05/13 - present** - freelance translations, interpreting

Software knowledge:

- OS Windows
- MS Office
- SDL Trados
- Corel Graphics Suite
- 3D studio max
- Adobe photoshop

Software experience:

- QuarkXpress
- Adobe Framemaker
- Adobe Indesign
- MAC OS
- Adobe Illustrator
- Adobe Pagemaker

Translations and interpreting experience:

- Agrotec - New Holland / Casetec - building machinery - user manuals / datasheets - 6 years of experience
- Suzuki user manuals
- Law - business contracts - 3 years of experience
- Advertising and marketing materials
- IT - SW manuals, HW - User guides, webpages
- Video presentations, short movies, advertisements
- Movie subtitles
- EU documents (tenders etc.)
- National laws, regulations, orders and other legislation
- Interpreting on tradefairs and exhibitions for wide range of companies
- Conference - simultaneous interpreting

Additional information:

- Interests - literature, movies, art, sports, computer design