

# MONIKA PILECKA

## ENGLISH > POLISH, POLISH > ENGLISH TRANSLATOR

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### OBJECTIVE

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Cooperation with your company as a translator, proofreader and software localizer

### SUMMARY

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Key services: translation, editing, proofreading, software localization  
Native speaker of Polish with near-native fluency in English, working as a translator since 2000 (full time freelancer since 2003), using SDL Trados (7.0), MS Office 2003, Adobe Acrobat Professional (7.0)

### ACCREDITATIONS & PROFESSIONAL MEMBERSHIPS

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Certified English into Polish translator from American Translators Association (ATA)  
ProZ.com Certified Pro member: [www.proz.com/profile/63701](http://www.proz.com/profile/63701)

### TRANSLATION EXPERIENCE & SPECIALIZATIONS

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#### **Business, marketing, advertising:**

Translation and proofreading of contracts, business correspondence, marketing and advertising texts, website and intranet contents—for translation agencies and direct clients, including: The Gates Corporation, Gillette, Kimberly Clark, Procter&Gamble, ABM Industries, Aviva Group, Barclays Bank, GE Money Bank, MasterCard, Lloyds TSB, VisitBritain, Lafarge, Cemex, KGHM Ecoren, Gazeta Wyborcza, World's Apart

#### **Corporate policies, training materials, operating procedures and manuals:**

Translation and proofreading of corporate policies, QA documents, Lean Management, 5S, SOPs, internal training materials, work instructions, operation and maintenance manuals for all departments of the facility of The Gates Corporation in Legnica, Poland

#### **IT, technology, software localization:**

Translation and proofreading of user manuals, installation guides, datasheets, technical specifications for Microsoft, Intel, Magirus, JBL, Prema, CPS Color

#### **Medical instruments:**

Translation and proofreading of user manuals, UI strings, inserts for Topcon, Medtronic

#### **Chemistry:**

Translation and proofreading of MSDSs, contents / composition labels, lists of chemical substances for PCC Rokita, Akzo Nobel, Reckitt Benckiser, Cellchem, Minova Ksante

### EDUCATION

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2001	MA in English—University of Wroclaw, Poland (major: American literature, minor: theory of translation, certified translation, translation of poetry)
2001	Postgraduate Studies in Translation—University of Wroclaw, Poland
2003	Postgraduate Studies in European Integration—University of Warsaw, Poland

### OTHER

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- English language tutor; substitute teacher at International School of Latvia, Jurmala, Latvia.
- In 2004, positively verified and offered a full time position of Linguistic Specialist Polish at Medtronic, Heerlen, Netherlands—but due to unclear EU regulations at the time denied a work permit a day before the employment was to start.
- References available upon request