**CURRICULUM VITAE**

**PERSONAL DATA:**

Name: Ewa Androsiuk-Kotarska

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**WORKING EXPERIENCE:**

2008 – present working as a freelance translator (translating documents from English into Polish and vice versa). Since August 2015 I run a business as a translator. I also translate and proofread subtitles.

1st Sep 2005 – 31st Aug 2012 School Complex in Tykocin (Primary School, Junior High School, Secondary School), position: teacher of English

1st Sep 2012 – 31st Aug 2016 Primary School No. 14 in Bialystok, position: teacher of English

I have cooperated with:

* Polish publishing houses: Stapis, TRIO, Illuminatio, Macmillan, Mayfly, Amber, Replika
* Advertising companies: Navigator, Vega Studio Adv., Tech Net Marketing, Maksa sp. z o.o. (Ltd.)
* Translation agencies: Translax, Lexon, Skrivanek, Summa Linguae, London Academy, Glumbek, Flaga, Seco Translations, Get It, Ad Verbum, Ling Leader, Two Words Translations, Contrad, MK Translations, Target School sp. z o.o., tscanet, Tolq B.V., BIreta and others
* Companies and individual Clients

Topics of the documents translated so far: economics, banking, insurance, EU, European Parliament, contracts, letters of complaints, various manuals, software licences, business (correspondence, questionnaires, descriptions of companies’ manner of operation, contracts, CEO’s speeches), trade/services, psychology, chemistry, law and legal documents, tourism, history, archaeology, architecture, ecology, folk art, sailing, military, catalogues and descriptions of toys, board games, dog training, summaries of academic papers and dissertations, weight loss, folk tales and legends, weaving.

I have also translated specialised technical materials covering the following subjects:

* stove tiles (text for the manufacturer’s website),
* transmitters (catalogue),
* chimney draught regulators (entire documentation: text for the manufacturer’s website, warranty, assembly manual, certificates, contracts, product data sheets),
* child safety seats (promotional materials, press releases),
* automatic and mechanical gates (installation guides),
* high-pressure nozzles (catalogue),
* reduction of nitrates in wastewater after treatment in the wet FGD system (IMOS) – Technical and economic analysis
* ORC Turbogenerator type CHP (description of the product, installation conditions and manual),
* juicers (promotional materials, catalogue),
* pressure calibrators (safety and quick start guide),
* vegetable slicers and cutters (description, instruction manual),
* food dehydrator (description, instruction manual)
* SEO company’s text for their webpage
* printing machine (description, instruction manual)
* packaging machine (control panel commands and messages).

**RATE:** minimum 0.05 EUR/USD per source word

**EDUCATION:**

1990–1998 Primary School No. 3 in Siemiatycze, Poland

1998–2002 Secondary School in Siemiatycze, Poland

2002–2005 University in Bialystok, English Philology (Bachelor’s Degree + teaching course)

2005–2008 University in Bialystok, English Philology, Master’s Course (Master’s Degree of English Language and Literature)

2008–2009 Warsaw School of Social Sciences and Humanities, Postgraduate Studies of Specialized Translations, Legal and Sworn Translations

**FOREIGN LANGUAGES**

Polish – native

English – fluent

German – basic

**OTHER SKILLS AND PERSONAL QUALITIES:**

* computer skills – MS Word, Power Point, Excel, Paint
* good Internet research skills
* CAT tools: OmegaT, MemoQ 2015, SDL Trados Studio 2014. My licence available at: <http://oos.sdl.com/asp/products/certified/index.asp?userid=189715>
* driving license
* reliable, organized, punctual, ambitions, hard-working, detail-oriented