53 Hathaway House

Myrtle Street

London

N1 6QE

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# **PERSONAL PROFILE**

An experienced linguist and translator/interpreter working for the Ministry of Justice, local authorities and the NHS. An excellent communicator with good interpersonal skills, who is sensitive to the needs of people. With excellent information processing, administrative and presentation skills. Being both thorough and professional I am committed in whatever I do.

KEY SKILLS

* ‘Excellent’ Translator/Interpreter
* Fully qualified teacher - QTS
* Overseeing quality assurance programs
* Advice and guidance experiences supporting personal development
* Outstanding communication and presentation skills
* Specialist qualification in linguistics and teaching English

**EMPLOYMENT SUMMARY**

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| **Freelance Translator/interpreter****English to Polish****Polish to English** | * Main service providers: Charing Cross Hospital, St Mary’s
* Hospital, Hammersmith Hospital, Queen Charlotte’s and
* Chelsea Hospital, Wandsworth Social Services,
* the Ministry of Justice, Ealing Children Services

CAT used: Trados 2015 | 2004- now |
| **Polword****London** | * Translating documents & leaflets
* Teaching Functional Skills
* Teaching English for Specific Purposes
* Teaching ESOL, IELTS, TOEFL, FC,CAE and TOEIC
* Teaching General English
 | 2004 - now |
| **Sixth Form** **Lubin, Poland** | * Teaching General English
* Supervising Matura exams in English
* Teaching Polish and Polish Literature
* Administering and conducting assessment and testing
 | 1990 - 2004 |

**EDUCATION AND QUALIFICATIONS**

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| **King’s College London** | * Teaching English & Applied Linguistics

MA | 2013 - 2015 |
| **Mary Ward Centre/ Ascentis** | * Community Interpreting
 | 2015 |
| **National College for Teaching & Leadership** | * Qualified Teacher Status (QTS)
 | 2014 |
| **EDI/Pearson Education Limited** | * Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QFC)
 | 2013 |
| **OCN Mary Ward Centre** | * Certified Community Translator Level 3
 | 2013 |
| **Queen Mary**, **University of London** | * BA in English Language and Linguistics
 | 2009 - 2012 |
| **Hackney Community College** | * Access, Humanities and Social Services

English Literature, History, Maths, ICT, Psychology and Sociology at level 2/3 | 2008 - 2009 |
| **Stanton Teacher Training College London** | * Cambridge University Certificate, CELTA

English Language Teaching to Adults | 2001 |
| **University of Zielona Gora**  | * Bachelor’s Degree in English Philology
 | 1992 - 1995 |
| **University of Wroclaw** | * Master’s Degree in Polish Philology
 | 1985 - 1990 |

Up to date enhanced DBS/CRB certificate is available.

References on request.