



FREELANCE TRANSLATOR

Zuzana STRAKA

EXPERIENCE

FREELANCE LAWYER-LINGUIST NOV 2022 - PRESENT
COURT OF JUSTICE OF THE EUROPEAN UNION (CJEU)
. LUXEMBOURG, LUXEMBOURG.

Preparing translations of procedural documents, opinions of Advocates General, and court judgments or miscellaneous documents (e.g., press releases)

SWORN TRANSLATOR SEP 2013 - PRESENT
SLOVAK MINISTRY OF JUSTICE (MINISTERSTVO SPRAVODLIVOSTI SLOVENSKEJ REPUBLIKY), KOŠICE, SLOVAKIA.

Legal translation (FR/EN/SK and vice versa) of different documents for legal purposes and for public authorities, courts, individuals etc.

FREELANCE TRANSLATOR SEP 2011 - PRESENT
JUDR. ZUZANA STRAKA, KOŠICE, SLOVAKIA.

Translation and revision from French and English into Slovak of a wide range of documents, from European Union documentation (transposition of directives, reports on compliance with EU regulations, etc.) through to financial, medical (since 2011 for Translated.net - general, radiology, software, manuals, oncology etc.), Intellectual Property, legal and commercial material (contracts, annual reports, articles of association, laws, writs, court judgments, etc.) and NGO reports (rural development, agriculture, decentralization, etc.) /material relating to international organizations (UN, etc.)

TRANSLATION TRAINEE AT EUROPEAN PARLIAMENT OCT 2010 - MAR 2011
EUROPEAN PARLIAMENT. LUXEMBOURG, LUXEMBOURG.

EN/FR/DE/SK: translation of parliamentary documents: draft agendas, agendas, minutes, oral and written questions, letters, notices to members (petitions and reasoned opinions), amendments, draft opinions, draft reports, motions for resolutions, written declarations, working documents, draft recommendations, amendments, etc.

- Participated under the supervision of the Terminology Coordination Unit in a Financial Markets terminology project, that is now available in the EU Terminology Database IATE.

TRAINEE MAY 2009 - AUG 2009
CONSEIL REGIONAL NORD PAS DE CALAIS - INTERREG IVC JTS
. LILLE, FRANCE.

Administrative work, translations, organization of special seminars, writing reports, etc.
Languages spoken/used:

English + French

DATA MANAGEMENT SPECIALIST NOV 2019 - PRESENT
SYNTAX SYSTEMS. KOŠICE, SLOVAKIA.

- Data management, Quality Check in ServiceNow and SAP
- Scheduling and steering of internal project related to product portfolio and business process changes
- Initiation and tracking of defined deliverables
- Primary contact for specific project tasks, as agreed with defined stakeholders (e.g. Global Product owner, global Process owner, global process manager, Director of BE and other Line Managers)
- Maintain project plans and other documentation to support the success of projects
- Take and distribute regular project status meeting notes, assist with hosting of project status meetings
- Scheduling of project meetings
- Create executive project status report for all active projects
- Host and facilitate internal project meetings, take and distribute meeting notes
- Escalation management
- Execution of changes to SAP master data (e.g. customer, vendor, materials etc.) as approved by the business
- Coordination of material and finish products master data setup, validations and periodic maintenance
- System monitoring and user management related activities
- Ensure data quality, compliance and consistency of master data across business systems
- Assist business process experts in defining standard operating procedures, process flows and related documentation

VOICE MACD PROVISIONING ANALYST FEB 2012 - OCT 2019
ATT. KOŠICE, SLOVAKIA.

- Customer care related to CISCO phones
- General administration of telephony environment, including moves, adds, and changes (simple soft MAC: phone feature change, activation, password reset—sites located worldwide from USA to ASIA.
- Providing voice consultancy to the customers.
- Verbal and written English/French Communication with the Customer/Vendors/providers and other team members/organizations
- Managing own work, efficiency, and quality to provide outstanding customer support 24x7 and bank holidays as well
- Work with suppliers, 2nd and 3rd level engineers, and 3rd party manufacturers to ensure services are provided
- Meeting the required/requested time limits
- Daily Call Manager support, Voicemail systems, and Contact Centre
- Daily primary admin of all PBX and Unity

EDUCATION

DOCTOR OF LAW AUG 2021 - JAN 2023
UNIVERSITY OF PAVEL JOZEF ŠAFÁRIK. KOŠICE, SLOVAKIA.

Rigorous Examination in Administrative law with emphasis on rigorous thesis (Electronic communication)

MASTER OF LAW SEP 2018 - 2021
UNIVERSITY OF PAVEL JOZEF ŠAFÁRIK. KOŠICE, SLOVAKIA.

International law, EU law, Intellectual Property Law, Penal law, Civil law, Family law, Tax law etc.

BACHELOR OF LAW SEP 2015 - AUG 2018
UNIVERSITY OF PAVEL JOZEF ŠAFÁRIK. KOŠICE, SLOVAKIA.

Family law, International law, EU law, Penal law, Civil law, Administrative law etc.

MASTER OF TRANSLATION AND INTERPRETING SEP 2005 - AUG 2010
UNIVERSITY OF PREŠOV. PREŠOV, SLOVAKIA.

Translation and Interpreting - French language and Literature

CERTIFICATIONS & COURSES

- Legal Translator Certificate (French and English - 2013 and 2021)
- ENGLISH: EU certificates (EU law, IATE collaboration, etc.), High school graduation certificate, University certificate of English studies in France, Family law workshop certificate
- FRENCH: sworn translator certificate, Family law workshop certificate, Penal law workshop certificate
- State examination - French language (2005)

OBJECTIVE

Experienced specialist with a passion for delivering outstanding service.

SKILLS

- Teamwork
- Problem-Solving
- Customer service
- Good attention to detail
- Time management skills
- Friendly interpersonal skills
- MS Office Suite
- Customer support
- Excellent memory and note-taking skills
- Data technologies
- Research data management
- Detail-oriented

LANGUAGES

- Slovak | Native
- French | Advanced.
Master's degree in Translation, Legal Translator Certificate
- English | Advanced.
Diploma in Advanced English, Legal Translator Certificate
- Czech | Advanced
- German | Intermediate

CONTACT INFORMATION

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