**Anna Wielogorska **

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***Native Polish speaker and proficient in spoken and written English***

**Professional Summary: Over 6 years of experience** in managing interpretation and translation citywide services including community-based events and assignments within the education, health and social services sectors. I am a holder of MA degree in Translation studies as well as am the holder of professional DPSI qualification (English Law option) awarded by the Chartered Institute of Linguists. My experience includes simultaneous interpretation (SI), consecutive interpretation (CI) and liaison interpretation (Ad Hoc).

I am also a multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

**PROFESSIONAL EXPERIENCE**

**COVENTRY CITY COUNCIL, COVENTRY INTERPRETATION and TRANSLATION UNIT**

**TRANSLATOR/INTERPRETER** *January 2011 – ongoing*

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

*Duties:*

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Translation of documents/letters from Polish to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Providing as necessary scripts and spoken communications for all purposes as requested. (e.g audio transcripts, and voice overs).
* Conducting face-to-face interpreting primarily for Council Departments, Health sector, and also to agencies outside the Authority at formal and informal interviews/meetings
* Telephone interpreting
* Excellent English speaking and writing skills

**CINTRA FOR WEST MIDLANDS POLICE**

**TRANSLATOR/INTERPRETER** *April 2017 – ongoing*

* freelance law sector interpreting
* working for the police forces (interviewing suspects, obtaining statements from witnesses), courts, probation and for solicitors.

**ACADEMIC QUALIFICATIONS**

**DPSI in English Law 2014-1015**

**MA in Translation Media and Cultural Transfer 2008-2009**

**The University of Warwick**

* Focus on translation strategies at a micro- and macro-level as well as cultural aspect of language transfer.
* Developed advanced research skills and used sophisticated databases when completing dissertation.

**Bachelor’s Degree in English Philology 2003-2006**

**The Pope John Paul II State Higher Vocational School in Biała Podlaska**

* Experience in interpreting into Polish from English. Gained simultaneous and consecutive interpreting skills.
* Experience in foreign language tutor at Secondary School.
* Experience in translating different text types instructions, legal documents, literature, films, scientific articles, personal letters) into and from Polish and English.

 **KEY SKILLS AND COMPETENCIES**

* Cultural awareness and sensitivity
* Excellent communication and social skills
* Ability to work in a fast paced environment and multitask
* Willing to travel and able to work under pressure
* Able to prioritise work
* Highly skilled in Word, Excel and Microsoft Outlook

**REFEREE DETAILS**

Available on request.