

CURRICULUM VITAE

Dita Drahovzalova

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Professional Summary

English-Czech translator and interpreter, full time freelance since **1998**. Experienced in translating a variety of written and spoken material, mainly technical, SW and HW, localization, electronics articles, marketing, and legal texts. Skilled interpreter, including military workshops, trainings and exercises. Exceptionally diligent, accurate, and punctual.

Specialization:

- @ Electronics - expert articles for a professional magazine
- @ Information technologies - software, hardware, localization, Help files, user interfaces, mobile applications, web pages
- @ Instruction manuals - DPS printing and coating machines, agriculture and turf equipment, 3D measuring devices, digital multimeters, office equipment, cameras, MP3 players, operation and maintenance manuals
- @ Technical documents - product catalogs, material and product safety data sheets
- @ Business documents - contracts and agreements, financial and marketing analyses, print releases, advertising material, presentations, leaflets
- @ Construction documents - project documents, plans, drawings
- @ Chinese medicine - medicinal mushrooms, food supplements
- @ Dissertations, theses, and other academic papers
- @ Military translations

Previous Major Interpreting Jobs:

- @ Smart City Solutions presentation at US ambassador's residence in Prague
- @ DPS soldering and coating techniques
- @ Films at film festivals and other events
- @ Military workshops - e.g. project management, legal issues of missions
- @ Military exercises - including a 6 week exercise of a US helicopter unit in a military area in the Czech Republic
- @ Delegation to the USA invited by the American Embassy in Prague to visit US military bases

Work experience:

1998 - Present

Full time freelance English-Czech translator and interpreter
2018-2020 Language Lead for a Czech translation team

Education:

Master's Degree in Information and Library Studies 2016
Masaryk University in Brno, Czech Republic

Language Certificates

1994

Cambridge Certificate of Advanced English

Other Languages:

Spanish, Russian - passive

Computer Skills and CAT Tools:

- @ Microsoft Office, SDL Trados, memoQ, Idiom Worldserver, Wordfast, MemSource, XTM, Passolo, Xbench...
- @ Basics of HTML and SQL

Other Skills:

Self-management, flexibility, reliability, independence

Specialized Books Translated into Czech:

- @ Ostfront: Hitler's War on Russia 1941-45 - Charles Winchester (2005)
- @ The A-Z of Creative Photography - Lee Frost (2004)
- @ Pinnacle Studio 8 - Jan Ozer (2004)
- @ Cakewalk: Recording, Editing, and Mixing Music on PC - Scott R. Garrigus (2003)

Personal Interests:

Hiking, cycling, travelling, archery, horse riding, movies