**Resume**

**Ema VLČKOVÁ, DiS.  
Address Praha, 110 00  
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E-mail** [**emavlcek@gmail.com**](mailto:emavlcek@gmail.com)

**Languages**  
Mother tongue Czech  
Fluent English, Slovak  
Read/Written German  
Read Polish, Russian

**Professional Experience**

2014 – Translator and proofreader for Omega Publishings s.r.o., Prague, Czech Republic  
2012 – 2013 - Interpreter - community, court and medical interpreting for Word Perfect Translations, Ltd., Dublin Ireland  
2008 – 2014 Business and legal documents such as contracts, notarial acts, accident reports;   
 Marketing texts and such like, into English and Czech  
2008 - Cooperation on a book translation, into Czech, Masako, Ben Hills, Jota, 2008  
2006 - Microscopy identification of wooden fibres, handbook, into Czech  
2006-7 - Articles on furniture history and design, supplementary study materials, into Czech  
  
**Teaching English as a second language**  
2006 – 2010 Company courses, Individual courses, Business English, Preparation for FCE

**Education**  
2006-2008 English language and literature, Faculty of Arts, Masaryk University, Brno  
2003-2006 Restoration of wooden antiques, Tertiary Technical School of Arts, Brno

**Courses and Certificates**  
2012 TEFL Certificate, teaching English as a second language  
2010 CAE Certificate

**Other activities**  
2013 Reporting on working conditions in garment factories from Bangladesh for major Czech online newspaper <http://zpravy.idnes.cz/jak-vypadaji-textilni-tovarny-v-bangladesi-fkj-/zahranicni.aspx?c=A130505_142403_domaci_jav>  
1998-2005 Leader of a childrens drama group in Brno, annual programme planning, trip organizing, script writing for children`s drama shows

**Computer skills**SDL Trados Studio   
Microsoft Excel, Outlook, PowerPoint, Microsoft Word   
Adobe Photoshop, Bridge, Lightroom

**Interests**  
Literature, film, photography, photo editing, rock climbing, chess