**JADWIGA BOŻENA PIASECKA**

Flat 7, 20 Compton Street, Eastbourne, East Sussex BN21 4DT

Date of birth: 20th September 1983

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Profile

A multi-skilled, reliable and talented translator and interpreter with a proven ability to translate written documents and various texts from a source language to a target language, as well as interpret from English to Polish and Polish to English. A quick learner who can absorb new ideas and use them effectively. Great communicator who can liaise with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity, as well as multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles and boundaries. Member of Chartered Institute of Linguists. Specialized in medical, legal translation and community, NHS, legal and business interpreting.

Education

October 2006 – October 2007 Essex University, Colchester

**Master of Arts in Sociolinguistics**

Studied effects of society on language, English language dialects, language varieties, multilingualism and intercultural communication, application of sociolinguistics in language learning, learner autonomy theory. MA dissertation: Past marking in Jamaican English.

October 2002 – June 2005 Angelus Silesius Higher Professional School, Wałbrzych

**Bachelor’s Degree in English Philology**

**Translation and interpreting specialization:**

Translation theory & methodology, English & Polish language stylistics, academic writing, vocabulary & dictionaries, interpreting, British and American Literature, British and American culture.

Translation & interpreting work placement (translation of various texts including: technical texts, manuals, leaflets, websites, legal translation, sworn translation, business correspondence, literature, poetry, newspaper articles, medical brochures, movie reviews, simultaneous, consecutive and community interpreting).

**TEFL specialization:**

Teaching of English methodology, different approaches and methods, key concepts and terminology, knowledge of learning styles, theory of learning, psychology, psychopedagogy, linguo-pedagogical science, preparation for teaching language learners English, evaluation and selection of resources. EFL teacher work placement. BA dissertation: A linguistic image of a Pole.

Professional training and career development

May 2008 attained Qualified Teacher Status, General Teaching Council for England

July 2009-September 2009 SCCD London, CPD Course: Teaching in a British Classroom

Modules: history of British Education system, special education needs, classroom management, lesson planning, British Curriculum.

July 2013 acquired membership status at Chartered Institute of Linguists

October 2013 Language Show 2013, London, CDP seminars

TEFL Seminar: How to teach without a course book?

TEFL Seminar: Moving words: Play with idioms. A practical session for teachers.

TEFL Seminar: How children learn to pronounce; how adults should too!

July 2015 Sound Training, London

Teaching pupils reading using syllabification. Building words from syllables, speed reading, prefixes, suffixes, root words.

Employment history

April 2013 – present Self-employed freelance linguist, Eastbourne Linguistics, Eastbourne

Translator: certified translations , translating official documents, business correspondence, advertisements, local authority letters, claims, notifications, health and safety regulations , NHS brochures & leaflets, medical reports, County Council forms & letters, H&M Customs forms & letters, health & beauty brochures etc. Cooperating with local companies like Sompriti and Definitive Translations.

Interpreter: Community interpreting working with Sussex Interpreting Service and Sompriti, Global Voices. Interpreting at appointments in public venues such as Job Centre, H&M Customs offices, Hospitals & other NHS venues, assisting at job interviews, driving lessons & examinations, school meetings, etc.

Teacher of English and Polish as a foreign language.

July2014-present EFL Teacher, EF Academy International, Eastbourne

EFL Teacher. Teaching EU students of all levels: general English classes, special interest classes (communication and vocabulary), media classes (using Power Point presentations), iPad classes (using iPads and special EF applications), iLab classes (incorporating iPads into lessons). Preparing and giving a lecture, supervising placement and exit exams, level assessment, data input and other administration duties.

December 2013 - July 2015 EAL English curriculum tutor, St Leonards Academy

 English tutor. Teaching EAL students according to British secondary curriculum. Preparing simplified handouts for English lessons adjusted to students’ levels. Assessing needs of students and level of their English language. Preparing individual lesson plans to aid better language acquisition. Marking work, writing reports, weekly assessments and monitoring students’ progress. Attended Sound Training course in London.

May 2013-present Primary School Supply teacher, Capita, Eastbourne

Primary School Teacher. Providing teaching cover in Eastbourne area at a short notice. Working collaboratively with staff to plan and deliver Primary School curriculum, behavior managing, resolving classroom issues, monitoring attendance, tracking students’ progress and giving feedback, work marking.

 January 2011-April Maternity Leave, Eastbourne

 February2009-January 2011 Primary Education Supply Teacher, CCES, Colchester

Teacher of all subjects and stages within the Primary Curriculum including National Numeracy and Literacy Strategies. Teaching pupils all required subjects within Key Stage1 and Key Stage 2. Supervising one or two classroom assistants, marking and writing reports, other classroom & administrative duties.

November 2007-January 2011 self-employed linguist, Polish Consultant, Colchester

Translator and Interpreter.

Translator: certified translations , translating official documents, business correspondence, advertisements, local authority letters, claims, notifications, health and safety regulations , NHS brochures & leaflets, medical reports, County Council forms & letters, H&M Customs forms & letters, health & beauty brochures etc.

Interpreter: Community interpreting, appointments in public venues such as Job Centre, H&M Customs offices, Hospitals & other NHS venues, assisting at job interviews, driving lessons & examinations, school meetings, business meeting, auctions etc.

Teacher of English and Polish as a foreign language.

July 2005-November 2007 Volunteer English Teacher, Clacton on Sea, Colchester

Volunteer tutor of English language to Polish citizens. Designing and delivering language lessons to students with limited language skills, helping them to come by in everyday life situations. Emphasis on practical language, communication, speaking and listening skills.

September 2004-June 2005 Assistant of a sworn translator, CJO, Dzierżonów, Poland

An assistant of a translator. Converting various articles from one language to another, translating business and private letters, leaflets, manuals, fragments of literature and poetry. Liaising with clients to discuss any unclear points, providing guidance, feedback & creating customer-specific style guides, reviewing and proofreading mother-tongue texts. Researching legal and technical phraseology to make certain the correct translation is used, learning to ensure that finished converted materials relay the intended message as clearly as possible practiced. Usage of SDL Trados and Wordfast.

September 2002-July2005 EFL Teacher, CJO, Dzierżonów, Poland

Teacher of English as a foreign language. Teaching grammar, vocabulary, speaking, writing and listening using various methods and techniques. Designing and delivering lessons at all levels to groups and individuals. Wide age range, various methods, teaching aids and resources applied. Preparing students to FCE exam.

Hobbies

Languages, linguistics, cinema, culture, architecture, art, impressionism, travel, experimental cookery, creating jewellery, cycling, hiking, salsa, bachata, swimming.

References

On request.

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