



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Jaroslav Minárik**
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Nationality
Date of birth July 31, 1960
Gender Male

Desired employment / Occupational field

See relevant (attached) documentation

Work experience

Occupation or position held	Technical writer
Main activities and responsibilities	Creation, editing and translating of technical documentation (transportation)
Name and address of employer	CYIENT s.r.o., Prague
Type of business sector	Management services to global industry leaders
Dates	06/2017-04/2018
Occupation or position held	Quality Engineer
Main activities and responsibilities	Quality Management of serial projects for various customers – Audi, VW, Porsche. Management of QM processes and documentation (PPAP agenda with 8D Reports, PSW etc.)
Name and address of employer	BOSCH s.r.o., Czech Republic
Type of business sector	automotive
Dates	2015-2016
Occupation or position held	Quality Engineer
Main activities and responsibilities	Quality Management of new projects for various customers – Audi, BMW, GM, VW, Daimler, MH worldwide. Management of QM processes and documentation (PPAP, 8D Reports etc.)
Name and address of employer	MANN+HUMMEL CZ, Czech Republic
Type of business sector	automotive
Dates	2013-2015
Occupation or position held	Freelancing translator and interpreter (EN/DE/SK/CZ)
Main activities and responsibilities	Translations and interpreting (engineering, electronics, IT, automotive, automation&robotics, specialized business correspondence), for various companies and institutions
Name and address of employer	istra info, Bratislava
Type of business sector	Translation services
Dates	2012-2018

Occupation or position held QA/QC Analyst
 Main activities and responsibilities Quality Assurance / Quality Control – production quality analyst, member of the Overseas Customer Care Dept. (USA, Japan)
 Name and address of employer VOLKSWAGEN SLOVAKIA, a.s., Bratislava
 Type of business or sector Automotive
 Dates 2000-2006

Occupation or position held Research Department Manager
 Main activities and responsibilities Development of a system for population of printed circuit boards
 Name and address of employer TESLA – Research Institute of Consumer Electronics, Bratislava
 Type of business or sector consumer electronics
 Dates 1984-1990

Education and training

Dates 1980-1984
 Title of qualification awarded Dipl. Ing.
 Principal subjects/occupational skills covered Specialization: Electrical production technology
 Name and type of organisation providing education and training Slovak Technical University, Bratislava, Slovakia

Dates 1982-1986
 Title of qualification awarded Graduated with a **State final examination (English) + certified 4-year language course (German)**
 Principal subjects/occupational skills covered language study (EN/DE)
 Name and type of organisation providing education and training State Language School in Bratislava, <http://www.1sjs.sk/en/Languages.alej>
 Level in national or international classification State Language school graduation (certificates – EN, DE)

Personal skills and competences

Mother tongue Slovak
 Other language(s) English, German, Czech

Self-assessment
European level ()*
English
German
Czech

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
C2	C2	C2	C1	C1
C2	C2	C2	C2	C2

(*) [Common European Framework of Reference for Languages](http://www.1sjs.sk/en/Languages.alej)

Organisational skills and competences Practice in leading an R&D team of approx. 7 persons.

Technical skills and competences	<p>Quality Assurance: Standard QA Tools and procedures (PPAP, FMEA creation and moderation, APQP, Ichikawa, 5xWhy, ISO 9000/9001 family of standards, ISO/TS 16949 Quality Standard (VDA 6.1 and 6.3) and related ISO/TS Standards, technical drawings, flow charts, histograms, Pareto Analysis, internal and customer auditing, cleanliness and scrap management, ...)</p> <p>Translation services: Long-term experience with translating in the environment of TRADOS Studio, SDL, SDLX, TRANSIT, WORDFAST, LOGOPORT, MS LccStudio, ACROSS and GWORKZ WORKSPACE CAT translation tools. Experience with proofreading and backtranslation. Localisation of www pages.</p>
Computer skills and competences	Proficiency in MS Office, Internet environment, diverse DTP products, SAP environment, multilingual online dictionaries and the like. File format and cross-application conversions.
Artistic skills and competences	Experience in stylistics and short story writing. Author of a book of short stories (2001).

Annexes

Upon request:
Translator's Reference list
University Diploma
Language Certificates
Personal photo