

Jindra Žďánská

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Address Za Pazdernou 2573, 39701 Písek, Czech Republic

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OBJECTIVE

Czech translator and proofreader from English and French with 7 years of experience

EXPERIENCE

Freelance translator

since December 2014 till now

- Translating and proofreading for Czech and foreign agencies

Translator and project manager

IVEX Central Europe s.r.o.

Písek, Czech Republic

June-2013 – November-2014

- Translating texts from English and French to Czech

- Negotiation with clients and translation suppliers

District Officer

Employment Service a.s.

Tábor, Czech Republic

January-2013 – March-2013

- Helping young people to find jobs within an EU project

Gallery Keeper and Guide

Municipality of Tábor,

Department of Culture

Tábor, Czech Republic

May-2012 – September-2012

- Creating and installing exhibitions, creating of promotional materials, selling tickets, upholding the state of the gallery, maintaining high standards

Team Assistant

Ecomodula s.r.o.

Písek, Czech Republic

September-2011 – March-2012

- Reception, paperwork, translations

EDUCATION

Master

Masaryk University

Brno, Czech Republic

2011

French language and literature

Bachelor

Masaryk University

Brno, Czech Republic

2008

French language, History

School leaving exam

Pierre de Coubertin Gymnázium

Tábor, Czech Republic

2004

French-Czech bilingual grammar school

SKILLS

French – C1, English – C1 (CAE), German – B1, SDL Trados Studio 2017, MS Office