

JITKA DOLEŽALOVÁ

Remote Translator | Czech Cultural Specialist

Phone @ jitkadolezalova92@gmail.com * 04-03-1992

https://www.linkedin.com/in/jitka-dole%C5%BEalov%C3%A1-09389a1bb/ Náchod, Czechia

SUMMARY

Dedicated Czech translator with over 8 years of experience in linguistic services, translation, localization and proofreading. Proficient in Czech, English and Russian and experienced using WordFast and Trados. Utilized in-depth knowledge of Czech culture to translate a range of materials, from marketing and economic documents to technical content and web platforms.

EXPERIENCE

Freelance Translator

Self Employed 10/2016 - Present Remote

- Proficient in Russian-Czech and English-Czech translation, ensuring high-quality work with keen attention to terminology and cultural relevance.
- Versatile translation specialist with experience in sectors like Advertising, PR, Arts, Business, Linguistics, Localization, Finance, Economics and Law.
- Expert user of CAT tools such as Wordfast and Trados, and proficient with team collaboration platforms including Slack and Google Teams for efficient project coordination.
- Delivered rapid and high-quality translation services for 50+ individual clients and esteemed organizations, including Mirai Intex s.r.o., Silesian Museum in Hrabyné, Euro-Asian Academic Forum and International Needs Inc.
- Contributed to the international presence of websites like www.vean-tattoo.cz and www.drink-good-wine.com through expert translation services.
- Proficient in creating and translating subtitles with tools such as Subtitle Edit and VisualSubSync.

Language Teacher

Self Employed 09/2016 - Present Remote

- Delivered English, Russian, and Czech language lessons via Zoom and Skype, adeptly adjusting to varied educational settings from individual tutoring to group sessions.
- Contributed to the success of established online language schools (such as www.academy-zabreh.eu, www.kurzy-zebra.cz, www.wrabbit.ru, www.online-learn.eu, www.skype-school.com, www.languagelifeschool.com).
- Attained a 90% success rate in coaching students to successfully pass key language exams, such as the Czech Permanent Residency and Cambridge Assessment English tests.
- Employed a comprehensive teaching approach, encompassing speaking, listening, writing, vocabulary enhancement and reading skills.
- Adapted teaching methods to accommodate multicultural classrooms, ensuring an understanding of cultural differences and fostering an inclusive learning atmosphere.

ACHIEVEMENTS

- Content Creator**
Created grammar exercises that led to the successful launch of the learning software Engramo English in 2020.
- Website Localization**
Localization of websites and applications for international enterprises such as VeAn Tattoo Czech s.r.o. (since 2022) and Drink Good Wine s.r.o. (since 2023), optimizing their market entry and profitability in the Czech landscape.
- Ethnolinguistics Project Success**
Contributed to the successful outcome of the project and the publication of an academic monograph in 2016.
- Successful Czech Teacher of Foreigners**
4000+ of lessons focused on Czech cultural specifics and their influence on the language for multi-cultural students who have passed Czech language exams.

SKILLS

Czech Translation Localization

Linguistic Research Subtitling

CAT Tools In-depth Cultural Knowledge

Ability to Work Remotely

PROJECTS & PARTICIPATIONS

Ethnolinguistic Academic Research

01/2015 - 01/2016, University of Ostrava, CZ
Contributed to academic research and data analysis for a survey, resulting in the publication of the monograph "Pes v jazyce a myšlení" (Dog in Language and Thinking).

International Scientific and Practical Seminar on Translation

14/2014 - 16/2014 Plovdiv University, Bulgaria
Delivered an engaging presentation on "Specifics of Film Translation" to an audience of 50+ participants.

EXPERIENCE

Czech for Foreigners Teacher

[Go Study - Language School](#)

📅 06/2020 - 07/2021 📍 Brno, Czechia

- Delivered group classes to 15 students, achieving a 100% pass rate on examinations.
- Successfully guided complete beginners to attain B2 level mastery in Czech in 10 months employing strategic teaching approaches.
- Developed original educational materials, ensuring a comprehensive learning experience.
- Implemented efficient time management strategies for optimal lesson planning and assessment evaluation.
- Adhered to school guidelines and etiquette, while providing detailed student progress monthly reports via Excel to management.
- Collaborated with peers through regular Zoom conferences, sharing resources and teaching experiences.

Linguist

[Educational software for English a.s.](#)

📅 09/2016 - 04/2017 📍 Remote

- Contributed to the development of Engramo English, an innovative educational software designed to enhance English language proficiency through targeted grammar modules.
- Developed 200+ targeted tasks to improve the mastery of prepositions within contextual applications.
- Designed a comprehensive suite of task types including Multiple Choice, Gap-filling, Matching and Open Cloze to cater to diverse learning modalities.
- Demonstrated autonomy and accountability in task generation, while collaborating with team management and peers via Slack for project alignment and execution.

English Second Language Teacher

[Language school Teburg](#) 📅 09/2015 - 05/2016 📍 Ostrava, Czechia

- Crafted and implemented 80+ strategic lesson plans to bolster English language proficiency, emphasizing conversational and written skills across varying levels of learner proficiency.
- Assessed student progress through regular structured monthly testing to ensure educational objectives were met.

EDUCATION

Master's degree in Russian Language for Translation and Interpretation

[University of Ostrava](#) 📅 09/2014 - 06/2016 📍 Ostrava, Czechia

Bachelor's in Russian Language for Business

[University of Ostrava](#) 📅 09/2011 - 08/2014 📍 Ostrava, Czechia

LANGUAGES

Czech Native ●●●●●

English (CAE) Proficient ●●●●●

Russian Proficient ●●●●●

REFERENCES

[Angelina Seroshtan](#)

veantattooanalytics@gmail.com

[Ondrej Makaroff](#)

manager@drink-good-wine.com

[Vítězslav Vilímek](#)

vitezslav.vilimek@osu.cz