



Katarzyna Suarez Miranda



Business address:

TRANSLATION AVENUE LTD, 68-70 Market Street, Hyde, SK14 1ES, UK

Residential address:

Spain

katarzyna.franckiewicz@gmail.com, tel. +44 758 008 6712

PERSONAL STATEMENT

English-Polish and Polish-English Translator and Interpreter

Diligent, meticulous, well-organised individual with a good eye for detail and strong communication skills

Speciality areas: medicine, public administration, social services assessments, law, psychology

CERTIFICATES & MEMBERSHIPS

- Certificate of completion for the distance learning course of the Institute of Linguists Educational Trust Diploma in Translation, module 1, 2 and 3 English to Polish
Semi-specialised options include: Technology, Business, Science, Social Science, Law.
- **First Certificate in English** of University of **Cambridge**
- **Certificate in Advanced English** of University of **Cambridge**
- **Certificate of Proficiency in English** of University of **Cambridge**
- **International English Language Testing System (Academic): 7.0**
- **Italian: Certificazione di Italiano come Lingua Straniera** of **Siena** University (B1)
- **German: Deutsche Sprachprüfung für Hochschulzugang ausländischer Studienbewerber** of **Munich** University
- **Spanish: C1**

EDUCATION

January 2013-2015

University of Portsmouth

MA in Translations (ENGLISH to POLISH)

Degree focused on: Theory and Practice of Translation (dossier on medicine); Specialised Translation (technical, medical, office and International Organisation translations);

2007 – 2010

University of Warmia and Mazury in Olsztyn (Poland)

BA in Administration (specialisation in Systems of Public Safety)

Degree focused on, amongst other subjects: Criminology and Victimology; Criminalistics; Psychology; Systems of European Security; Criminal Law and Criminal Proceedings; State and Public Security; Crisis management.

2006 – 2009 Olsztyn Graduate School (Poland)
BA in Pedagogy (specialisation in Tourism and Recreation)

Degree topics included: General psychology; Developmental psychology; Philosophy; Pedagogy; Law in tourism; Sociology; Pedagogy

WORK EXPERIENCE

APPROXIMATELY 1,000,000 WORDS TRANSLATED

July 2014 – present Freelance Interpreter and Translator

(liaison with: IQVIA, Language Empire, Translation Empire, D.A. Languages, Language Line Solutions, Prestige Network, The Translation People)

Translation, proofreading and interpreting services: medical, legal, website, social work, retail translations.

Example of translation projects: clinical trials (informed consent forms, clinical protocols, clinical trial agreements)

NHS correspondence, letters, brochures, reports (mental health reports, hospital discharge letters, documents for Centres for Genomic Medicine, Neuro-Rehabilitation Team, Dental Services Team, Organ Donation Team).

The translated documents included, among others: results of genetic tests, MRI reports; leaflets about various conditions, information brochures (e.g. about polysomnography, tracheostomy care, aortic abdominal aneurysm, phenylketonuria, hospices for children); blood test results, diagnoses of autism spectrum; description of exercises and activities from Speech and Language Therapy Team's reports and programmes; advice e.g. about sleep hygiene; forms and correspondence between patients and medical professionals.

Legal and social care translations: court letters, social workers' reports, care plans, minutes from child in need meetings, viability assessments, certified translations (birth certificates, marriage certificates, death certificates, DBS checks), Probation Office correspondence (final warnings, appointment letters), Police investigation documents, witnesses' statements; Financial Ombudsman's decisions

Retail translations: descriptions of hats; website content for wellness products.

July – September 2013 Apprenticeship at AFB Translations Wrocław, Poland

➤ translation projects in: Business, Law and Medicine

February 2012 – January 2013 Contact Centre Agent at Etihad Airways (Manchester Airport, UK)

- transcriptions from calls into booking notes in English and Italian
 - booking and issuing airline tickets
 - providing information about flights, frequent flyer programme, policies, procedures, services available within the company in three languages: Italian, English and Polish.
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HOBBIES AND INTERESTS

Foreign languages, travelling, social psychology.

CAT tools: SDL Trados Studio 2021, MemoQ