

# Mgr. Klára Matulová

TRANSLATIONS AND CREATIVE WRITING

## CONTACT

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Přerov, Česká republika

## LANGUAGES

Czech Native speaker

English Fluent

Spanish Conversational

## EDUCATION

### Masaryk University, Brno

#### Master's degree, Mgr.

2016–2018

Classical Archaeology

#### Bachelor's degree, Bc.

2011–2016

Prehistoric Archaeology of the Near East, Classical Archaeology

## INTERNSHIP

### The University of Edinburgh, Scotland, United Kingdom

#### Erasmus+ Internship

2015, one semester

Internship at The School of History,  
Classics and Archaeology

As a native Czech speaker with a Master's degree in Archaeology, I bring a unique blend of linguistic proficiency and academic expertise to the table. My professional journey has encompassed diverse roles, including translation, proofreading and editing for academic institutions, where I honed my skills in refining texts ranging from monographs to website content. With experience in public relations and social media management, I have adeptly communicated complex ideas to diverse audiences. Additionally, my passion for creative writing has led me to author professional texts, showcasing my ability to convey complex ideas. Eager to embark on new challenges and contribute to innovative projects as a freelancer, I am enthusiastic about leveraging my diverse skill set and passion for continuous learning to drive success. I am seeking opportunities that foster professional growth and offer a dynamic environment where creativity thrives.

## EXPERIENCE

### Translations, proofreading and creative writing in Czech and English

Freelancer since 2/2023

- Manual translations, proofreading and stylisation of various texts from Czech to English and vice versa (academic publications, conference papers, web texts, movie subtitles, office documents, contracts, advertisements, etc.)
- Transcription of audio recordings
- Copyediting and text formatting
- Creative writing
- Voice overs and various recordings

### Editor

Czech Academy of Sciences, Institute of Archaeology, 9/2018 – 1/2023  
Brno (0.5 FTE)

- Manual translations, proofreading and stylisation of various texts from Czech to English and vice versa with a specialisation in archaeology
- Creating style guides and glossaries for editorial projects
- Copyediting and text formatting
- Language consultations
- Communication with freelancers and administration of jobs and contracts

### Project manager

Czech Academy of Sciences, Institute of Archaeology, 9/2017 – 1/2023  
Brno (0.5 FTE)

- Providing team support to ensure smooth and efficient daily administrative operations in the office
- Managing allocated grant finances, including writing reports for grant providers and communication with ministries
- Searching for new grant opportunities and collaborating on project proposal preparation
- Promoting the projects on social media (content creator and creative writing)
- Contributing to setting up project processes and strategies