Maria Jędrzejczyk

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**Date of birth**: 02/06/1983

**Place of birth**: Warsaw, Poland

**Nationality**: Polish

**Mother tongue**: Polish

**Languages** Italian (European level C2)

 English (European level C1)

French (European level C1)

**Work history**

Since 2006 - present **Freelance translator/proofreader**

Translation agencies from **Poland**, **Italy,** **France, Hungary, USA, UK, Latvia, Lithuania**

Fields:

**Business/Marketing:** Hotels and holiday villages websites, brochures, general business documents, press releases, websites, corporate news & articles, CEFA Slow Food presentation, guidelines, catalogues, warranties, CVs, certificates, reports, letters of recommendation, marketing campaigns, advertising campaigns, real estate

**Law:** CCIA certificates, cooperation agreements, hearing records, Lease and Sublease Agreements, Certificates of Incorporation, Statements of Claim, Agency Agreement, Service and Consultancy Agreement, Trade Mark License Agreement, Works Contracts, Purchase Orders, institutional documents, resolutions of European Parliament, EU Operating Programs, Guidelines 2007-2013

**Technical/Engineering:** Mechanical installations, Fire alarm system, Safety Instructions, CE Declarations of Conformity, Packaging machines and lines, Bottle Unscrambler and Orientator, Automated Guided Vehicle Systems, Three-Phase AC Motors, Air Conditioner, Household Appliances, User Guides, Operating Instructions, Technical Specifications, Polish State Railways documentation, book “User Manual: Renault Laguna”, Italian highway documentation; Aviation Documents, Catalogs, Marketing Brochures, etc.

**Telecommunications**: Corporate websites and online content translations, online and mobile applications, Phone manuals

**Medicine/chemistry:** Hospital discharge summaries, Certificates of Vaccination, Computed tomography procedures, angiography procedures, pharmaceutical drugs and cosmetics, impregnation compounds, Material Safety Data Sheets

**Economy:** Forex,final statements, balance sheets, income statements

Since 2005 - present **Freelance translator for publishers**

Polish publishers Bezdroża, WKŁ, Zielona Sowa, Sonia Draga, Olesiejuk, Book House, Rebis

Over 25 books translated from Italian, English and French into Polish

10-11.2007 **Tourism articles author**

Tourism magazine “All Inclusive”

**Education**

2007 Italian language and Literature, Foreign Languages Department, Warsaw University

1998 Diploma in French and English, Warsaw

**Computer skills**: Windows 7, MS Office 2010, InDesign, Trados Studio 2011, Wordfast 6, MemoQ

**Daily output**: 2000 words

**VAT number**: PL5272473301