



PATRYK CUZYTEK

FREELANCE ENGLISH ↔ POLISH TRANSLATOR



PERSONAL DETAILS

Smolarzyny 127
Zolynia, 37-110
T +48 733 376 753
patryk.cuzytek@gmail.com



ABOUT ME

« Practice makes perfect ! »

My life is based on curiosity about science and the human. The values I live by are God, family, and hard work.



EDUCATION

BACHELOR'S DEGREE

University of Rzeszow — 2010-2013

I obtained a degree in the major of teaching English as a foreign language. Therefore, my practice during the studies consisted of teaching English to young learners.

UPPER SECONDARY GRADUATE

General Education High School in Lancut — 2007-2010

Since the very beginning of my professional career, I was pretty much focused on foreign languages. I attended a class with extended curriculum in Polish and English.



LANGUAGES

Polish (native) English
German



EXPERIENCE

ENGLISH TRANSLATOR, Cuzytek Tlumaczenia

Lancut, Poland — April 2016 - present

In 2015, I decided to concentrate my career path on translation services. I operated under contracts for specific work. Not later than in 2016, I established my own company and since then I have worked for numerous translation agencies in Poland.

Career Facts:

- Cooperation with translation agencies on a daily basis.
- Serving local customers.
- Dealing with day-to-day business issues.

ENGLISH TEACHER, tutorship

Lancut, Poland — 2009-2015

My first job experience relates to teaching English as a foreign language. The most pleasing was the time I dedicated to my own students as a tutor. If it were not for the translation, I would be a full-time English tutor.

Career Facts:

- Obtaining the background to work as a freelancer.



SKILLS

Processing of any documents in terms of graphics

CAT – TRADOS STUDIO

MS Office Environment

Skillful research of any required field

Ability to work under pressure

Ability to meet tight deadlines



REFERENCES

Available upon request

RECENT TRANSLATION WORK

(EN↔PL)

WITH FIELDS OF EXPERTISE AND BRIEF DESCRIPTION

CONSTRUCTION

- **Contracts for Work** — installations, plants, renovation
- **Bills of Quantities / Bills of Materials** — different projects
- **General Steel Specification** — metals
- **Mine Expansion & Deposit Development** — design, formal and legal dossier

FREIGHT FORWARDING

- **General Supply Conditions / Technical Specification / Supply Contracts** — goods shipping
- **FOB** — general conditions
- **Order Confirmation** — lists of parts, order details, conditions

SCIENCE

- **Testing of Castings / Abrasiveness of Materials** — laboratory
- **Scientific Articles on Leasing, Finances, Economy** — regular cooperation with a university in Poland
- **Work Life Balance** — articles in sociology

OHS

- **Risk Assessment** — office administration positions
- **Hygienic Certificate** — test report, certificate body
- **Work Evaluation Form** — for supervisors and managers
- **Administration of First Aid** — training materials
- **Code of Good Practice for Scaffolding Construction** — job specific materials

TECHNICAL

- **Pressure Filtering Equipment** — manuals
- **Pumps with Mechanical Seal** — manuals, list of parts, data sheet
- **Industrial Furnaces** — new EAF dust treatment process description
- **Reach-in Refrigerator** — operating manual

LEGAL

- **Terms and Conditions / License Agreement** — e-Commerce
- **Minutes / Protocols / Articles of Association / Memoranda** — corporate & business
- **NDA / Copyright / Patent Claims / Performance Bond** — corporate, academic, insurance institutions

FINANCE

- **Consolidated Financial Statements (quarterly) / Separate Annual Summary / Auditor's Opinion and Report** — corporate finance
- **Tax Analysis for EU Intra-Community Transactions** — corporate tax

TOURISM

- **Application for Touristic Purposes** — history, monuments, construction facts about a Polish town
- **Visiting Bieszczady** — travel guide covering the Polish part of the Bieszczady Mountains

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