

CURRICULUM VITAE for Dorota Crates

Personal Details – Polish-English translator/interpreter

Address : 14 Springvale Avenue, Brentford, Middlesex, TW8 9QH
Telephone : 020 8569 8461 (home) 07771 439 0388 (mobile)
Nationality : British
Email Address : dorota@polishtranslations.info
Website : www.polishtranslations.info

Business Experience:

IT:

- IT Administrator/Project Co-ordinator for 3 years (TNS Market Research Company)
- Project Management – Prince 2 Certified, preparing project plans and documents
- Software – knowledge of helpdesk/workflow software (Peregrine, Footprint, Tivoli), market research software
- Website development (HTML, Java Script, ASP, FrontPage, Dreamweaver, SQL queries)
- Conducting IT induction courses for new employees
- NVQ Level 2 in IT

Business:

- Office Manager for 3 years (Newgate Co)
- Business analysis (capturing business requirements – Jacobson Use Cases, Invitation to Tender documents)
- General business administration (broad working experience)
- Market research (working experience with market research software, different marketing tools – CAWI, CAPI, CATI etc)
- Chartered Institute of Marketing, obtained Certificate in Marketing at Thames Valley University
- Organisation and Management Studies at Warsaw University

Most recent translations projects:

Specialisation	Type of work	Agency/Company	Description
IT	Software Testing Documentation	Mind Communications for Glaxo Smith Kline	Polish-English translation of specialised software testing documentation.
Business	Market Surveys	Attica - Attimedia	Polish-English translation of market surveys on current affairs
Business	Marketing Questionnaires	Chameleon Language Services for Intel	English-Polish market research questionnaires for marketing directors
Other	European Union	London Translations	Polish-English translations of a variety of CVs of Polish activists – new members of European Union Parliament
Other	Transcript from the audio tape in Polish	Medicys Ltd for BBC – Classical Music Department	Polish-English transcript of Interview with Auschwitz prisoner
Other	Children's literature	Michael Finberg project	Series of short sci-fi stories
Other	Film web pages	World Perfect for Eureka Media (published at www.eurekamedia.info)	Series of articles for the European Cultural Television ARTE festival that introduced various Polish directors and their films
Other	Interpreting	One Stop Agency Bowne Global Solutions	Solicitors, hospitals and court

CURRICULUM VITAE for Dorota Crates

Qualifications:

- Associate Member of ITI**
Member of various professional organisations for translators – Proz, Translators Café, Translatorsbase, Go Translators
- 2004 Institute of Linguists**
Diploma in Public Services Interpreting in Law - Letter or Credits
- 2003 APM Group (Project Management)**
Prince2 Foundation Certificate
- 1990 – 1993 Thames Valley University**
Chartered Institute of Marketing, Certificate in Marketing
Subjects: Marketing; Economics; Statistics; Business Law
- 1991 Cambridge Proficiency in English**
- 1986 - 1990 Warsaw University; Organisation and Management Study**
Subjects: Marketing, Economics, Statistics, Accounting, Mathematics, Basic Programming, Psychology, Business Law, Sociology, Philosophy, English
- 1981 - 1985 Comprehensive School, Warsaw**
'A' Levels equivalent in Polish Literature, English, History
'O' Levels equivalent in Polish, Russian, English, Mathematics, Geography, History, Biology, Chemistry, Physics.

Software Tools:

- Trados 6.5
- Office 2000 suite (Access, Excel)
- Microsoft PowerPoint
- JASC Paint Shop Pro
- Dreamweaver/Ultradev
- Microsoft Visio
- FrontPage
- Acrobat Reader/Writer
- Microsoft Project 2000

References:

Ms Afshan Deen
Bowne Global Solutions
Eaton House, Wigmore Place, Luton, LU2 9EZ
Tel: 01582702000
Email: BGSi@bowneglobal.co.uk

Ms Krystyna Kobiak
Proprietor – Kos Associate Agency
163 Argyle Road
London W13 0AU
Tel. 020 8998 8602
Email: Krystyna.Kobiak@tiscali.co.uk

Rates:

£35 per 1000 words – general translations
£60 -£70 per 1000 words – specialised translations
£35 per 1000 words – proof-reading

Discount on large, on-going projects.