

Małgorzata Ostrowska

FREELANCE TRANSLATOR

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Poland

Overview

Freelance Translator

- Over 6 years' experience in a variety of technical and marketing text types, with more than 900 000 words translated to date.
- Native language – Polish.
- Excellent command of Polish and broad general knowledge ensure great translations at all levels. Proficient, non-native speaker command of English (MA in English from NCU, Poland).
- Superb business communication and etiquette.
- Extensive computer skills.

Language Pairs

English → Polish; Polish → English

Specialisations

- Photography, digital imaging, scanning and film development
- Printing and print finishing solutions
- Human resources, sales and marketing
- Consumer electronics, household appliances
- Lighting design
- Law

Main Text Types / Services

- Press releases, product brochures
- Marketing materials – adaptation
- Websites – content, forms, online presentations, Q&As
- User guides, quick guides, instruction manuals, service manuals
- Agreements, contracts, licenses
- Sales and marketing tutorials
- Dialogue lists
- Advanced document layout management – MS Word proficiency

Software

Windows XP SP2, Microsoft Office, Adobe Acrobat CE ver. 5.0, Abbyy FineReader 6.0

Equipment

Intel Pentium IV PC, scanner, printer, broadband Internet connection

Payment

Invoices payable within 30 days following the date of the invoice. Preferred method of payment:

- bank transfer

Interests

Comparative linguistics, photography, cultural studies, literature, cinematography, ornithology, music

Education

MA of English (*mgr filologii angielskiej*) from Nicolaus Copernicus University; specialisation: British Studies; MA thesis entitled "Peter Greenaway's Function of Culture as Presented in a Selection of his Films".

TRANSLATED DOCUMENTS (a selection, by field, brand and text type)

Photography, digital imaging, scanning and film development (240 000 words)

Nikon – web content, press releases, marketing materials (3 000 words)

Olympus – web content, press releases, instruction manuals (cameras), product brochures (150 000 words)

Fujifilm – instruction manuals for digital cameras, minilabs, minilab software (80 000 words)

KIS – instruction manuals for minilabs

Printing and print finishing solutions (300 000 words)

OCE – service and user manuals for large format printers (93 000 words)

Duplo – service and user manuals for binders, cutters, folders, staplers, stackers, joggers and other print finishing equipment (115 000 words)

Toshiba – instruction manuals for printers and copiers (60 000 words)

Sharp – instruction manuals for copiers and printers

Consumer electronics, household appliances (109 000 words)

Olympus – web content (voice recorders, binoculars), press releases, product brochures for voice recorders (16 000 words)

Casio – manuals for clocks, professional calculators, barcode readers, musical instrument tuners and metronomes (60 000 words)

Toshiba – instruction manuals for faxing machines, projectors (22 000 words)

Fujifilm – media catalogue

Film (21 000 words)

Dialogue lists for the International Film Festival - Young European Cinema (Toruń 2001-2003)

Lighting design (65 000 words)

Press releases published on the websites www.martin.com, www.prolyte.com

Website content www.groda.pl; preparation and translation

Human resources, sales and marketing (61 000 words)

OCE – human resources corporate materials (31 000 words)

Duplo – sales and marketing brochures (13 000 words)

Law (91 000 words)

Casio – distribution agreements (13 000 words)

Oce – licence agreements, sales agreements