

**Summary**

**Freelance Translator**

- Over 12 years' experience in a variety of technical and marketing text types, with more than 6.5 million words translated to date.
- Native language Polish. Excellent command of Polish ensures great translations at all levels. Impressive non-native speaker command of English.
- Superb business communication and etiquette.
- SDL Trados 2007 user. Other CAT tools also supported. Extensive computer skills.

**Specialisations**

- Software localisation
- Telecommunications, mobile communications, GPS
- Marketing and sales communications
- Information technology (IT), computer technology and hardware, networking
- Photography, digital imaging, scanning and printing technology
- Consumer electronics, household appliances
- Mechanics, machines
- Enterprise resource planning (ERP), Business Intelligence, performance management, other enterprise-grade systems
- Human resources
- Business and economy
- Any text where excellent style is a high priority

**Main text types**

- Press releases, product brochures, marketing literature
- Web sites
- Software strings, online help
- Product catalogues, product data/fact sheets, product/sales presentations
- User guides, user documentation
- Codes of conduct, environmental reports, safety procedures
- Technical backgrounders, white papers
- Service & maintenance manuals

**Software**

Windows XP Service Pack 2, Microsoft Office 2003, SDL Trados 2007, MS Localization Studio, MS Helium, Passolo, Alchemy Catalyst, PDFCreator

**Equipment**

Intel Pentium-based PC; Intel centrino-based notebook; multifunction laser printer/copier/scanner; high-speed Internet connection

**Language Pairs**

English → Polish (main)      Polish → English

**Translation Experience**

12 years as freelance translator (incl. last seven years full-time).

**Related Interests & Knowledge**

Information science and technology, photography and imaging, marketing and communication, economy, linguistics, bilingualism.

**Terms of Payment**

Invoices are payable within thirty (30) days following the date of invoicing. Payment methods include:

- By bank transfer
- By Moneybookers
- By PayPal

**Samples/Tests**

Sample translations are available on request. A selection of samples are available on my web site. If I am unable to provide a sample translation in a required field, I can complete small (up to 300 words), relevant test translations.

## **TRANSLATED DOCUMENTS (a selection, by field)**

### **Software Localisation**

Software strings for Microsoft's performance management software (45,000 words)  
Help content for Microsoft's performance management software (over 200,000 words)  
Software strings for BusinessObjects business intelligence software (60,000 words)  
Various mobile phone applications and UI strings (10,000 words)

### **Telecommunications, Mobile Communications**

Installation guide, secure gateway user's guide, and administrator's guide for a comprehensive workforce/data mobility solution (60,000 words)  
User interface and online help for an IP-based video surveillance system (30,000 words)  
User guides for mobile phones and accessories (150,000 words)  
Various technical and general documents (technical backgrounders, articles, web site sections, etc.) related to telecommunications, mobile telephony, and professional mobile radio (40,000 words)

### **Marketing & Sales Communications**

Press releases and Q&A sheets for Nokia (80,000 words and counting)  
Sales presentations for Nokia and Dell (50,000 words)  
High visibility web site content for Nokia (120,000 words)  
Four issues of Nokia TETRA newsletter, and other internal and external newsletters for Nokia (40,000 words)  
Over 10 issues of mobile technology and gaming-related e-newsletters for Nokia (20,000 words)  
Product brochures for Nokia, Intel and Ricoh (25,000 words)  
Packaging and web promotion content for Microsoft Office 2007 (15,000 words)

### **Information Technology, Computer Hardware & Networking**

Various user manuals for Dell notebooks (30,000 words)  
Various networking-related texts, with topics including security, encryption, network protocols, and more (30,000 words and counting)  
Software strings, and help and FAQ articles for various Google products (120,000 words and counting)  
User guides for Maxtor portable hard drives (10,000 words)  
User documentation for a Computer Associates data backup and restore product (15,000 words)

### **Photography, Digital Imaging**

User manuals for various Nikon digital cameras (100,000 words)  
Sections of Nikon's web-based product selector/browser (30,000 words)  
Three product brochures for Nikon digital cameras (15,000 words)  
General photography backgrounder leaflet for Nokia Nseries products (5,000 words)

### **Printing, Copying, Scanning**

User manuals (on-line and paper-based) for various Canon, hp, Epson and Ricoh printers and all-in-one printing/copying/scanning machines (150,000 words and counting)  
Backgrounders about colour theory, colour in business communication, and printing technologies for hp's web site (25,000 words)

### **Consumer Electronics, Household Appliances**

Several user manuals for Bose home stereos and portable CD players (25,000 words)  
User manuals and packaging for a variety of kitchen products, incl. food processors, toasters, kettles and slow cookers (20,000 words and counting)

### **Mechanics, Machines**

Operations and maintenance manuals for Tetra Pak machines (250,000 words)  
Two operations manuals for Patria Vammas airport sweepers (20,000 words)  
Four operations and maintenance manuals for Tamrock drilling rigs (25,000 words)  
Maintenance instructions and preventive maintenance charts for Volvo buses (20,000 words)

### **Enterprise Software Systems**

Online help files for IFS's ERP system, with fields including manufacturing, production scheduling, warehouse management, logistics, and more (700,000 words)  
Web-based user interface for an enterprise-grade Internal Control solution (20,000 words)  
Training material for a Nestle SAP implementation (30,000 words)

### **Human Resources**

100th anniversary employee book for SKF (20,000 words)  
Employee feedback survey (7,000 words)  
Organization survey and memo for Terex (4,000 words)  
Employee code of conduct for Honeywell (5,000 words)