

Curriculum Vitae



Personal information

First name and surname **Maciej Burak**
Address Trawowa 19/7, 54-614 Wroclaw, Poland
Telephone(s) Mobile: +48 (0) 504 058 241
E-mail tłumaczenia.oranje@gmail.com
Nationality Polish
Date of birth 11-04-2008
Gender Male

Desired employment **TRANSLATOR, REVISER**

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>March 2008 onwards</p> <p>In-house translator and reviser</p> <p>⇒ translation of documents from Dutch into Polish (e.g. all sorts of legal documents (statutes of the association, judicial decisions, school reports, employment contracts etc.); letters and reports for the Dutch state institutions, such as Labor Inspectorate, Internal Revenue Service and the Ministry of Social Affairs and Employment; health and safety documents; company regulations; technical manuals; advertising brochures (e.g. concerning temporary employment, fruit and vegetable farming, car tire industry, sport fishing, road traffic etc.).</p> <p>Furthermore, translation of documents from English into Polish: experience in translation of websites, books, documents, and leaflets related to EU affairs, e.g. several texts for DG Environment, DG Energy and Transport, DG Economic and Financial Affairs, DG Education and Culture, DG Enlargement, DG Employment, Social Affairs and Equal Opportunities, website of the European Compliance Assistance Programme ENVIRONMENT & SMEs, European Portal for SMEs, Daphne Booklets etc.</p> <p>⇒ revising of documents translated by other (freelance) translators</p> <p>⇒ translation quality control</p>
<p>Name and address of employer</p>	<p>Translavic Polska Sp. z o.o. <i>Pilsudskiego 74a, 50-020 Wroclaw</i> <i>Phone: +48 071 3442031</i></p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>October 2007 onwards</p> <p>Translator, reviser, Dutch language teacher</p> <p>⇒ translation of documents from Dutch and English into Polish (e.g. technical equipment manuals (Brother, Canon, Ricoh, Trust), legal documents, marketing materials, financial documents, company regulations, employment contracts, business letters.</p> <p>⇒ Dutch language teaching</p>
<p>Name and address of employer</p>	<p>"ORANJE" Maciej Burak <i>Katowicka 27/6, 52-022 Wroclaw</i></p>

Dates March 2007 onwards
 Occupation or position held **Teacher, translator, interpreter**
 Main activities and responsibilities ⇒ **conducting a Dutch language teaching courses for Polish construction workers and joiners**
 ⇒ **NL ↔ PL translation and interpreting**
 Name and address of employer **Van Koppen & Van Eijk Doradztwo Personalne Sp. z o.o.**
 ul. Traugutta 144U/4, 50-420 Wroclaw, Poland
 Tel./Fax: 0048 71 782 74 85, 0048 71 341 40 07, e-mail: biuro@vk-ve.pl

Dates May 2006 – March 2008
 Occupation or position held **Freelance translator and reviser**
 Main activities and responsibilities ⇒ **NL→PL and EN→PL translation/revising**
 Name and address of employer **Translatic BV**
 Rijssenseweg 60, P.O. Box 66
 7475 ZH Markelo, The Netherlands
 Tel.: 0031(0) 548 657672, e-mail: info@translatic.com

Education and training

Dates 02-06-2008
 Principal subject **SDL Trados Advanced Training Session:** workshops concerning the application of the SDL Trados™ software packet
Jerzy Czopik, MSc, Translation Agency ProVerba

Dates 2002 – 2007
 Title of qualification awarded **Master of Arts**
 Principal subjects/occupational skills covered ⇒ Literature, History and Culture of the Netherlands and the Republic of South Africa
 ⇒ General, Literary, Business, and Law Translation
 Name and type of organization providing education and training **University of Wroclaw, Erasmus Chair for Dutch Philology**
 Kuźnicza 21-22, 50-138 Wroclaw, Poland
 Level in international classification ISCED 5

Dates September 2005 – July 2006
 Principal subjects/occupational skills covered ⇒ Computer Assisted Translation
 ⇒ NL ↔ PL translation
 ⇒ Commercial Computer Applications
 ⇒ International Relations & Organizations
 Name and type of organization providing education and training **Hoger Instituut voor Vertalers en Tolken** (State Institute for Translation and Interpreting) – Hogeschool Antwerpen
 Schildersstraat 41, 2000 Antwerp, Belgium
 (Socrates Erasmus Program)

Personal skills and competences

Mother tongue(s)

POLISH

Other language(s)

Self-assessment

European level ()*

Dutch

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C2	Proficient user	B2	Independent user	B1	Independent user	B2	Independent user

(*) *Common European Framework of Reference for Languages*

Language certificates	<p>⇒ DUTCH: <i>Certificaat Nederlands als Vreemde Taal</i> (Certificate of Dutch as a Foreign Language) – Profile academic language proficiency (PAT) and Profile professional language proficiency (PPT)</p> <p>⇒ ENGLISH: The First Certificate in English (FCE)</p>
Social skills and competences	<p>⇒ Excellent ability to communicate with people and to perform well under pressure, as well as accuracy and punctuality acquired during my work for the translation agency Translagic BV and Translagic Polska Sp. z o.o.</p> <p>⇒ Highly motivated and efficient</p>
Computer skills and competences	<p>Computer-literate:</p> <p>⇒ Excellent knowledge of Internet-based information sources</p> <p>⇒ Very good command of Microsoft Office™ programs (Word™, Excel™, PowerPoint™)</p> <p>⇒ Very good command of CAT software and quality verification tools (Trados™, SDLX™, Xbench™)</p>
Driving license	Category B