

# Curriculum Vitae

## Helena Koutna

Translations, interpreting and voice-overs – law, computer hardware and software, EU matters, films

### Personal details

Name Helena Koutna, MA, MITI  
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### Working languages

Czech (mother tongue), English (active), Slovak (passive), Russian (passive)

### Education and training

1987-1992 **Charles University, Faculty of Arts, Prague, Czech Republic**  
MA programme (MA degree, 1992)  
English and Russian Translation and Interpreting (Department of Translation and Interpreting)  
2008 **University of Leeds, UK**  
English Return Interpreting Training Summer School

### Professional membership and accreditation

- Member of the Institute of Translation and Interpreting, UK
- Accredited auxiliary conference interpreter of the European Council, the European Commission, the European Parliament and the European Court of Justice

### Professional experience

#### *Translation*

#### **Translations of legal documents**

- translations of legal texts for the leading international law firm, CMS Cameron McKenna, as well as other clients (agreements, articles of association, legal opinions, laws and regulations, PPP documentation) – regular translations from 1993 to date
- tender and legal documentation in relation to the privatisation of the gas industry in the Czech Republic
- legal documentation in relation to the privatisation of the largest bank in the Czech Republic and, subsequently, in the Slovak Republic
- translations in connection with arbitration proceedings involving a major Czech bank
- translations in connection with arbitration proceedings concerning an investment protection claim against the Czech Republic

- regular translations for notaries public
- translations of laws and regulations during the screening processing prior to the accession of the Czech Republic to the EU

#### **Computer hardware and software, printers and photocopiers**

- software localisation (AutoCAD, FoxBASE+, TomTom)
- user interface strings, user guides and tutorials for a number of printer/photocopier manufacturers, including Xerox, Star and Brother
- mobile phone software
- user guides and safety instructions for Motorola radios

#### **Websites**

- www pages for a leading data warehousing company
- dealer website for a major car manufacturer
- 2010 European Year for Combating Poverty and Social Exclusion

#### **Corporate documents**

- internal rules and regulations of major international companies
- newsletters for a major packaging manufacturer
- bi-monthly bulletin of a major worldwide production company

#### **Insurance**

- agreements and terms and conditions for a number of insurance companies

#### **Newspaper and magazine texts**

- regular translations of articles from The Economist for publication by Respekt and Ekonom, two Czech weekly magazines
- regular translations of Final Word, a daily e-mail bulletin of the Fleet Sheet, Prague's leading daily English-language news bulletin
- regular translations of articles for the Czech edition of Bloomberg Business Week

#### **Translation and proof-reading/editing of film subtitles**

- DVD subtitles for over 400 feature films (including The Birds, Courage under Fire, Diamonds Are Forever, Die Another Day, Fargo, Four Weddings and a Funeral, French Connection, Full Monty, Garfield, Hitchcock, Chariots of Fire, Cheaper by the Dozen, Ice Age, Indecent Proposal, Kung Fu Panda, Madagascar 2, Magnificent Seven, Master and Commander, Monsters v Aliens, Rainman, Shallow Hal, Shrek 2, Thelma and Louise, There's Something About Mary, Trouble with Harry, Wimbledon, and Windtalkers) and TV film series (24, The Sopranos, The X Files)
- DVD subtitles for film bonuses and audio commentaries
- subtitles and webtexts for EurparlTV programmes (regular translations since August 2008, average of 100 programme minutes per week at peak times)
- subtitles for corporate and training videos

### ***Interpreting (simultaneous and consecutive)***

#### **EU institutions**

- since 1998, regular interpreting at the European Parliament, the European Commission, the European Council and the European Court of Justice

#### **Law**

- meetings (routine legal matters, company acquisitions, privatisation, etc.)
- negotiations concerning the privatisation of the largest bank in the Czech Republic
- meetings concerning litigation between the Czech Savings Bank and Unisys
- arbitration hearings concerning disputes between the Slovak state and the Czech state and a major Czech bank, most recently in May 2011
- negotiations of a pilot PPP project in the Czech Republic

**Trade unions**

- European Works Council meetings of major European companies
- 2009 EPSU Congress

**Official visits and round tables**

- panel debate between Václav Havel, Lech Walesa and Gyula Horn
- meeting between Nelson Mandela and Alexander Dubček

**Training sessions**

- trade unions, banking, project finance, IT

**Film**

- regular interpreting at the Karlovy Vary International Film Festival (simultaneous interpreting of films, screening introductions and Q&As, interviews and press conferences)
- One World, international human rights documentary film festival in Prague
- Jihlava International Documentary Film Festival
- Festival of Iranian Films in Prague
- Prague Pride

***Voice-overs***

- training videos, tutorials, short films

***Publications***

- pocket English-Czech-English dictionary (English-Czech part)
- Berlitz Czech phrase book and dictionary (translations, phonetic transcriptions and notes)

**Software tools**

- MS Office
- SDL Trados
- SDL Multiterm
- WinCAPS
- electronic dictionaries