



## JMR Translations Ltd

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[www.jmrtranslations.com](http://www.jmrtranslations.com)

An experienced, reliable and multi-skilled freelance translator and university translation teacher with a joint degree in History of Art & Architecture/Philosophy and a postgraduate degree in translation. Highly motivated, with excellent communication and interpersonal skills and industry knowledge gained through academic and work experience. A quick learner able to absorb new ideas, flexible in the ability to adapt to challenges when they arise and work to tight deadlines.

### KEY SKILLS

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|--------------------------------|---|
| <b>Languages</b>               | <ul style="list-style-type: none"><li>• <u>English</u> (fluent, language of habitual use)</li><li>• <u>Polish</u> (mother tongue)</li><li>• <u>Portuguese</u> (fluent translation of written texts, sound spoken communication)</li></ul>   |
| <b>Services</b>                | <b><u>Translation, Transcreation, Localisation, Editing, Proofreading</u></b>   |
| <b>Specialisations</b>         | <ul style="list-style-type: none"><li>• Audio guide scripts for museums, galleries and heritage sites; museum and gallery promotional and visitor information; promotional material, press releases and product descriptions for the fashion industry</li></ul>   |
| <b>Computing</b>               | <ul style="list-style-type: none"><li>• <u>Microsoft Office</u> literate</li><li>• <u>Internet</u>: fast and efficient user of World Wide Web and e-mail</li><li>• <u>TM Tools</u>: fast and efficient user of SDL Trados Studio 2017</li></ul>   |
| <b>Professional Membership</b> | <ul style="list-style-type: none"><li>• Institute of Translation and Interpreting (ITI), Chartered Institute of Linguists (CIoL), Associação Portuguesa de Tradutores e Intérpretes (APTRAD), Museums Association</li></ul>   |
| <b>Recent projects</b>         | <ul style="list-style-type: none"><li>• <u>Travel and tourism</u>: audio guide script for a major UK tourist attraction (ca. 12 000 words), natural attraction audio guide script (ca. 5000 words); museum guide (ca. 16 000 words)</li><li>• <u>Fashion</u>: product descriptions for a high fashion brand (ongoing project); press releases for a leading high-street fashion accessories brand (ca. 1000 words)</li><li>• <u>Fashion</u>: working as a translator and Polish Lead Editor on a website translation project for a large British online fashion retailer: performing QA checks, implementing the client's preferred terminology, participating in weekly calls with the client's in-house reviewer, communicating with a team of over 50 translators and providing them with training as necessary, updating and maintaining the glossary and Style Guide</li><li>• <u>Cosmetics</u>: website text for a beauty products manufacturer (ca. 3400 words)</li><li>• <u>Cosmetics</u>: website copy and product details for two global skincare and beauty brands (over 10 000 words)</li><li>• <u>Corporate and staff training materials</u>: product cards for a leading UK footwear brand (ca. 2000 words)</li><li>• <u>Consumer surveys</u>: consumer survey for a leading mobile phone manufacturer (5200 words)</li></ul> |

### WORK EXPERIENCE

Nov 2006 – present

**Freelance Translator** (as JMR Translations Ltd since February 2015)

- Translating a wide variety of specialized and general texts on a freelance basis
- Researching specialized terminology to ensure correct translation is used
- Liaising with clients and project managers to discuss any unclear points
- Revising and proof-reading work completed by other translators
- Initiated the compilation of a glossary to ensure consistency of terminology while working in a team of translators on a large technical project

- June 2007 – present**      **Visiting Lecturer in Translation, MA Project Supervisor/Marker, University of Westminster**
- Teaching translation into Polish at Masters' level
  - Supervising the work of students preparing their MA Translation Project
  - Marking MA Projects and final exams as a first and second marker
- Oct 2006 – June 2008**      **Translator and interpreter, Reading Borough Council**
- Provided translation and interpreting services for local public institutions, government departments, social services, probation offices, court, schools and crèches, GP surgeries, hospitals
- Jan 2004 – June 2008**      **Receptionist/Reservations Clerk, Comfort Inn Hotel, Reading**
- Gained a first-hand experience of the hospitality industry while working as a receptionist and reservations clerk and received training in the main hotel departments (restaurant, bar, housekeeping) to have a thorough understanding of how they work to be able to successfully facilitate cooperation between them
- Feb – June 2003**      **Assistant to the Sales Manager, University of Reading, Commercial and Catering Services**
- Quickly mastered and used an extensive Ms Access-based sales database
  - Developed attention to detail as accuracy was vital while updating the database
  - Managed time effectively and prioritised workloads
  - Worked to tight deadlines
- Nov 2000 – July 2001**      **Polish Language Tutor, Reading Adult & Community College**
- Developed communication skills and ability to convey information in a clear way when explaining difficult grammar rules to students with little or no knowledge of linguistics
  - Practised speaking to a large group of people and leading group activities

## **EDUCATION**

- 2004 – 2005**      **University of Westminster, MA Bilingual Translation**
- English into Polish Translation, Polish into English Translation, Editing Skills, Principles of Science and Technology, French, Field Study, MA Translation Project
- Trained to translate a wide range of texts (medical, legal, institutional, technical)
  - Expanded technical and scientific knowledge during the Science & Technology module
- 1999 – 2002**      **University of Reading, BA (Hons) Philosophy and History of Art**
- Logic and Theory of Knowledge, Early Modern Philosophy, Aesthetics, Dutch 17c Art, Art and Architecture in Rome and Venice, Issues and Methods in History of Art
- Research skills developed through an independent project: 'Can Modern Art influence the process of self-improvement?'
  - Excellent written and verbal communication skills developed by writing competent essays and dissertations, and arguing and defending my point of view during group discussions and at seminars
  - Succeeded in good time management by combining full time study with part time work (20 hours per week) and managing to achieve a First Class mark
  - Presentation skills gained through giving presentations during seminars

## **INTERESTS**

- Volleyball – enthusiastic player, member of primary and high school First Teams and team captain (1990-1995)
- Horse riding – advanced intermediate, keen on cross-country and trekking, fan of the ancient Portuguese *garrano* race
- Art – mainly linocut, pen and ink and dry pastel techniques
- Music – enjoying jazz and bossa nova as well as folk and rock music

**REFERENCES:** available upon request