

# Mrs. Monika Zawadzka, M.A., MCIL



## Professional English to Polish Translator and Interpreter

### PERSONAL SUMMARY

A reliable, multi-skilled and committed translator with a proven ability to translate written documents from English to Polish to the highest standard. An experienced interpreter who can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and professional at all times.

### WORK EXPERIENCE

Zawadzka Translations - London, UK

Freelance TRANSLATOR-INTERPRETER December 2007 – Present

Working freelance providing a translation service from English to Polish to private clients, agencies and public institutions where needed.

#### Duties:

- Researching medical & technical terminology to ensure the correct translation (PILs, pharmaceuticals, medical instruments, medical procedure manuals (ACL), etc.)
- Liaising with clients and Project Managers to clarify any arising issues.
- Translation of documents of various formats from English to Polish and vice versa.
- Reviewing and proofreading mother-tongue texts (medical and technical).
- Conducting face-to-face interpreting (NHS, medical appointments, medical assessments for insurance purposes, GP surgeries, hospitals, etc.)
- Telephone interpreting (medical appointments).

#### Clients:

- Lingo24, London, UK
- MTA Solicitors, London, UK
- Webcertain, London, UK
- Ace Translations, Newport, UK
- Plymouth City Council, Plymouth, UK
- Fresh Productions, London, UK

### KEY SKILLS AND COMPETENCIES

- Excellent communication and interpersonal skills.
- Able to manage projects and work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
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### ACADEMIC QUALIFICATIONS

- MA Bilingual Translation University of Westminster, UK 2007-2008
- BA (Hons) European Studies, Open University, UK 2002-2007

### AREAS OF EXPERTISE

*Translation (medical and technical)  
Proofreading*

### PROFESSIONAL MEMBERSHIP

*Chartered Institute of Linguist,  
London, UK*

*Associate of Institute of  
Translation  
and Interpreting, London, UK*

### PERSONAL SKILLS

*Native speaker  
Excellent organizational skills  
Attention to detail*

### PERSONAL DETAILS

*Monika Zawadzka  
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*DOB: 03/08/1976  
Driving license: Yes  
Nationality: Polish*

REFERENCES - Available on request.

