

KRZYSZTOF MILEWSKI

Date of Birth: 01/04/1982 **Place of Birth:** Lodz, Poland
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CAREER PROFILE

Professional translator and interpreter, working in language pair Polish and English. Since 2008, I provide high quality services for individual and commercial Clients all over the United Kingdom. My main strengths are excellent academic background, wide-ranging experience, ability to work under pressure, precision and unfailing enthusiasm for new challenges. Full Member of the Chartered Institute of Linguists, well-versed in SDL Trados and other software.

EDUCATION

- 2009 – 2010** **University of East Anglia, Norwich**
MA in Applied Translation Studies, School of Language and Communication Studies
- Master of Arts with Distinction
 - Highest marks received for Translation Work Experience module and the Dissertation
 - Winner of two very competitive scholarships:
 - European Postgraduate Scholarship
 - School of Language and Communication Studies Scholarship
- 2001 – 2006** **University of Lodz, Poland**
MA in Sociology, School of Sociology and Economics
- Master of Arts (overall grade B+)
 - Specialisation in Sociology of Politics
 - Scholarship for very good grades granted in the second year
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CERTIFICATIONS

- 2008 – 2009** **Diploma in Public Service Interpreting (Scottish Law)**
Chartered Institute of Linguists; overall grade: Pass
- 2007 – 2008** **Certificate of Proficiency in English**
University of Cambridge; overall grade: A
- 2006 – 2007** **IELTS**
University of Cambridge; overall score: 7.5 points
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WORK EXPERIENCE

TRANSLATION

2010 – Present	Baltica Translations , Glasgow (Sole trader)
2010 – Present	Various translation agencies in the UK and rest of Europe (Freelance)
2009 – 2011	Sworn translation agency Agata Andrzejewska , Poland (Freelance)

My existing **translation experience** covers such areas and documents as:

- Accounting & Finance / Tax (Revenue Office certificates, bank statements, academic syllabi, sample exam papers, coverage matrices, P60s)
- Certificates (birth certificates, baptism certificates, marriage certificates, death certificates, driving licenses, identity cards, Registry Office certificates)
- Education / Pedagogy (Care Inspectorate reports, diplomas, degree transcripts and certificates, dissertation abstracts, school and training certificates, maturity certificates, final medical exam certificates, student learning agreements, college and university applications, regulations for studies at university, programmes of studies)
- Employment / Human Resources (CVs, internship certificates, payslips, professional training evaluations, references, employment contracts)
- Insurance (insurance policies, insurance claim records)
- Internet, e-Commerce (websites, website regulations)
- Law / Contracts (tenancy agreements, call for payment letters, court verdicts, legal intimations, citations, notarial deeds, powers of attorney, statutory declarations, national criminal registry certificates, witness statements, health and safety statements)
- Medical (diagnostic tests results, medical opinions, psychological assessments, MRI scan results, disability certificates, hospital referrals, hospital discharge letters, prescriptions, NHS brochures)
- Other (TV interviews, questionnaires, journal articles, personal correspondence)
- Social Science, Sociology, Social Work (social background reports, Children's Reporter brochures, minutes from Child Protection case conferences)
- Tourism & Travel (museum and city guides, posters)

I also have a vast experience in translating *business, legal and other official correspondence*. For example, letters from housing associations, city councils, social work departments, hospitals, schools, law firms, HMRC, COPFS, Department for Work and Pensions and employers.

INTERPRETING

2012 – Present	Cordia Linguistics , Glasgow (Sessional interpreter)
2011 – Present	NHS Greater Glasgow and Clyde , Glasgow (Sessional interpreter)
2010 – Present	Baltica Translations , Glasgow (Sole trader)
2008 – Present	Various private agencies in Scotland and rest of the UK (Freelance)

As an **interpreter**, I have worked with such institutions as:

- Scottish Court Service (High Court of Judiciary, Sheriff Court, District Court, Justice of the Peace Court)
- Tribunals Service (Employment Tribunal, Social Security and Child Support Tribunal, Asylum and Immigration Tribunal)
- Crown Office and Procurator Fiscal Service
- Immigration Appellate Authority
- Home Office & UK Border Agency
- National Probation Service & Prison Service
- Social Work (incl. a long-term cooperation with South Ayrshire Council on a complex Child Protection case)
- NHS & Atos Healthcare (incl. resource centres and private health clinics)
- Health and Safety Executive (assistance during HSE investigations across Scotland)
- Police (Strathclyde Police, Norfolk Constabulary)
- BBC Scotland (including filming of a BBC production "Colours of Poland")
- Polish Information and Foreign Investment Agency (study visit and seminar for Polish local government representatives in Scotland)
- The Scottish Salmon Company (including health and safety training sessions)
- city councils, county councils & schools
- housing associations, solicitors & law firms

TRANSCRIPTION

2010 - Present **Baltica Translations**, Glasgow (Sole trader)

So far, I had the pleasure to deliver the following **transcription** projects:

- BBC Scotland - transcription of interviews with Polish respondents taken during filming of the "Colours of Poland" programme.
- University of Strathclyde – transcription of interviews with Polish business owners based in Scotland.

SOFTWARE and MEMBERSHIPS

- SDL Trados Studio 2011, MemoQ
- Microsoft Office 2007
- Adobe Acrobat
- WinRAR
- Chartered Institute of Linguists
- Proz.com

References and translation portfolio available on request.