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## Marta Stelmaszak BA(Hons.) DPSI NRPSI

London, <http://www.wantwords.co.uk>

Email: [marta@wantwords.co.uk](mailto:marta@wantwords.co.uk)

Telephone: 07814 494257

### Polish – English Translator and Interpreter

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#### Profile

Polish – English translator with 6 years of experience. Strong linguistic abilities and vast background knowledge in the respective domains. Proficient in SDL Trados and dedicated to continuing professional development. Simultaneous and consecutive interpreter. Daily output of 2,500 to 3,000 words in the following areas:

- Law
- Business
- Information Technology
- Marketing

#### Key achievements

- Member of the Management Committee of the Interpreting Division at the Chartered Institute of Linguists.
- Assessor for the Chartered Institute of Linguists.
- Top 25 Language Twitterer (@mstelmaszak) and Top 25 Facebook Fan Page (WantWords) in Language Lovers 2012.
- Author of "How to Write a Translator's CV" and "Practical Social Media Guide For Translators" (more than 10,000 copies downloaded).
- Blogger for Business School for Translators (over 1,500 subscribers).

#### Professional experience

June 2006 -  
present

##### Freelance Translator

*Over 1,000,000 words translated*

Latest clients: Xerox Global Creative and Technical Communications, Cisco, Intel, Hewlett Packard, European Enterprise Awards, Google, Ministry of Justice.

- **IT:** management software, anti-virus software, help files, software localisation, e-business, sales training, webinars and presentations, product specification, websites.  
Recent project: 3,500 words of a BYOD presentation.
  - **Marketing:** brochures, slogans, campaigns, press releases, white papers, case studies, customer testimonials, corporate profiles, internal communication, presentations, annual reports.  
Recent project: 2,000 words of a corporate profile.
  - **Business:** data sheets, internal and external policies, audits, human resources, employee handbooks, corporate governance, training materials, presentations.  
Recent project: 3,000 words of an anti-bribery policy.
  - **Criminal Law:** witness statements, summons, cautions, warrants, indictments, sentences, judgments.  
Recent project: 4,700 words of a witness statement.
  - **Contract Law:** sale contracts, lease contracts, rental agreements, construction work contracts, sale of shares contracts, supply contracts, confidentiality agreements, maintenance contracts.  
Recent project: 14,000 words of a sale of shares contract.
  - **Family Law:** birth certificates, death certificates, marriage certificates, equity and trusts, last wills.  
Recent project: 3,000 words of a last will.
  - **Employment Law:** employment agreements, insurance policies, patents, annual meetings, certificates and qualifications.  
Recent project: 1,500 words of an employment agreement.
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**June 2008 - present**

**Freelance Interpreter**

*Over 600 hours of interpreting*

Latest clients: Linnk Languages Ltd., Marrons Solicitors, Her Majesty Courts & Tribunals Service, Crown Prosecution Service, NHS, London Probation, private business clients.

Interpreting within legal and official context for various public and private clients, as well as during business meetings and conferences.

- Official: governmental visits to London regarding major sporting events, conferences with barristers.
- Business: negotiations, meetings, presentations.
- Public Service: magistrates and crown courts, police, county courts.

**March 2011 – September 2011**

**Project Officer**

*CBAS CIC Translation and Interpreting Services*

Directed and managed an on-going project, built and developed business relationships, supervised translators and interpreters ensuring the timely and effective delivery.

- Developed a broad network of clients.
- Designed a thorough and engaging training process.
- Delivered interesting and insightful workshops.

**January 2010 – March 2011**

**Witness Service**

*Volunteer for Victim Support*

Spent over 350 hours volunteering at a local court. Supported witnesses and victims of crime, explained court procedures, dealt with different types of crimes and ways that people are often affected.

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**Professional Memberships**

National Register of Public Service Interpreters: 16273

Associate Member of Chartered Institute of Linguists: 024671

Associate Member of Institute of Translation and Interpreting: 00010875

Institute of Enterprise and Entrepreneurs

Polish Language Lovers Association

Law, Insurance, Financial Translation (Institute of Translation and Interpreting)

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**Education**

**2012**

**Postgraduate Certificate in Laws** (ongoing)

*University of London*

Progressing towards a specialisation in Computer and Communications Law

- Information Technology Law
- Intellectual Property on the Internet
- Telecommunications Law

**2009- 2012**

**Bachelor's Degree in Applied Translation – First Class Honours**

*London Metropolitan University*

Completed a challenging and modern degree. Course highlights:

- Translation Problems
- Audio-visual Translation
- The Translator and the Text
- Electronic Tools for Translators (including SDL Trados)

**July 2010**

**Diploma in Public Service Interpreting: English Law**

*Chartered Institute of Linguists*

Passed with distinction in translation and interpreting into Polish.

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**October 2007 – Polish Language and Culture – Certificate Level****June 2008** *University of Warsaw*

Studied the stylistics and characteristics of Polish specialised texts, including online and internet texts.

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**Professional development**

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|--------------------|------------------------------------------------------------------------------------------------------------|
| <b>Spring 2012</b> | <b>The English Legal System for Legal Interpreters and Translators</b><br><i>eCPD</i>                      |
| <b>Spring 2012</b> | <b>Contracts and Contract Formation for Legal Translators</b><br><i>eCPD</i>                               |
| <b>Spring 2012</b> | <b>Criminal Law and Procedure for Legal Interpreters and Translators</b><br><i>eCPD</i>                    |
| <b>Spring 2012</b> | <b>Interpreting and Technology</b><br><i>Imperial College London</i>                                       |
| <b>Spring 2012</b> | <b>Translating for the Web</b><br><i>eCPD Webinars</i>                                                     |
| <b>Spring 2012</b> | <b>EU Translation Workshop</b><br><i>Directorate General for Translation and ITI London Regional Group</i> |
| <b>Winter 2011</b> | <b>Interpreting for the Media</b><br><i>Chartered Institute of Linguists</i>                               |
| <b>Winter 2011</b> | <b>Diploma in Translation Preparatory Course</b><br><i>City University</i>                                 |
| <b>Winter 2010</b> | <b>Creative Writing Course</b><br><i>London Metropolitan University</i>                                    |
| <b>Winter 2010</b> | <b>Feature Writing for Journalism</b><br><i>London School of Journalism</i>                                |
| <b>Autumn 2010</b> | <b>Interpreting in Courts</b><br><i>Chartered Institute of Linguists</i>                                   |

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**Presentations and publications**

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| <b>Autumn 2012</b> | <b>Are social networking sites a helpful marketing tool for language professionals?</b><br><i>Chartered Institute of Linguists – presentation</i>   |
| <b>Autumn 2012</b> | <b>Marketing, networking and social media for translators</b><br><i>Chartered Institute of Linguists – workshop</i>                                 |
| <b>Summer 2012</b> | <b>Social media marketing for translators and interpreters</b><br><i>Institute of Translation and Interpreting – webinar</i>                        |
| <b>Spring 2012</b> | <b>Social media marketing for language professionals</b><br><i>International Association Of Professional Translators And Interpreters – webinar</i> |
| <b>Winter 2011</b> | <b>Social media marketing for interpreters</b><br><i>Chartered Institute of Linguists – workshop</i>                                                |
| <b>Winter 2011</b> | <b>At your fingertips: Social media marketing</b><br><i>The Linguist – article</i>                                                                  |
| <b>Autumn 2011</b> | <b>CV and Cover Letters that Work in the Translation Industry</b><br><i>eCPD Webinars – webinar</i>                                                 |

| <b>Languages</b>      | <b>Skills</b>         | <b>Interests</b>            |
|-----------------------|-----------------------|-----------------------------|
| Polish – native       | Organisational skills | Natural Language Processing |
| English – near native | Management skills     | Human-computer interaction  |
| French – advanced     | Creative thinking     | Forensic linguistics        |
| Norwegian - basic     | SDL Trados            | Toastmasters International  |

**References available upon request**

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