

Paweł Kosior

os. Patronackie 30/9, 27-400 Ostrowiec Świętokrzyski

Mobile: (+48) 889 210 263

Mail: [pawel@polonais.pl](mailto:pawel@polonais.pl)

Web page: [www.polonais.pl](http://www.polonais.pl)

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FREELANCE **POLISH** TRANSLATOR AND COPYWRITER  
SPECIALISED IN TECHNICAL, IT AND MARKETING TRANSLATIONS

**6 years of experience** in

copywriting and translation in the following language pairs:

**English → Polish**

**French ↔ Polish**

**CAT tools:**

SDL Trados 2007, Trados

Studio 2011, Deja Vu X,

MemoQ, Wordfast

**Daily capacity:**

Translation:

2000-3000 words per day

Review:

4000-6000 words

Specialisation areas: • information technology (IT), computer technology and hardware, networking • software localisation • computer games • automotive industry • consumer electronics, household appliances • chemistry • medical devices • mechanics • engineering • marketing and sales communication • any text where excellent style is a high priority...

## WORK EXPERIENCE

### Freelancer translator

2005 - now

- Freelance translator specialised in technical, IT and marketing translations for Nissan, Renault, Peugeot, Newell Rubbermaid, Burberry, Orange, SNR Roulements, Ceisa Packaging, Pimstal, Wind Mobile, Blizzard ...
- Collaboration with translation offices from Poland, France, UK, Spain, Belgium and USA (for opinions of some of my clients, please check the Willingness to Work Again section in my Proz.com profile or on my Web page: [www.polonais.pl](http://www.polonais.pl)).
- Translations, editing, proofreading, quality checks, DTP, evaluation of sample translations, writing of style guides, trainings about Computer Assisted Translation tools.
- Active member of professional forums: [Proz.com](http://Proz.com), [Forumtlumaczy.pl](http://Forumtlumaczy.pl), [Globtra.com](http://Globtra.com).
- Blogger: [Brain Assisted Translation](http://Brain Assisted Translation)

### Desktop Support Technician

TechTeam Global (Kraków)

2009 - 2011

- Full scope Software / Hardware support (laptops, workstations, printers) for Phillip Morris Poland employees.
- IS systems and CAT tools expert during translation process improvement in PMI.
- Support during audio and videoconferences.
- MS Word trainings for helpdesk agents.

**Helpdesk Agent** TechTeam Global, Capgemini (Kraków) 2006 - 2009

- Identify and resolve software and network problems of a general nature for Polish, French and English speaking customers by using appropriate troubleshooting techniques.
- work shadowing in Philip Morris in Neuchatel (Switzerland).

**Translator and interpreter** Nicolas Hacquebart-Desvignes (Kraków) 2005 - 2007

- Translation of historical texts, books, manuscripts, consultations concerning Polish history.

**Technical interpreter** Termoizolacja S.A. (France) 2005

- On-site translations and interpreting, managing small groups of Polish workers (construction site and factory in France).

#### EDUCATION

M. A. of Roman Philology, Jagiellonian University (Theory & Practice of Translation).	2004
Charles University in Prague (Central European Exchange Program).	2004
Jagiellonian University (Roman Philology, complementary studies, specialisation in Translation).	2002-2004
Licentiate of University Marie Curie-Skłodowska in Lublin.	2002
Teachers Training College in Rzeszów, specialisation: French (thesis on e-learning and software used in teaching of foreign languages, translated for Young Digital Poland).	1999 - 2002

#### COURSES

IT in Business, postgraduate studies, CompLearn	2008 - 2009
Network administration course (certificate of CETI academy)	2008
Business Communication Skills; Excel your Customer Care with English	2007

#### COMPUTERS AND NETWORKING

- Hardware configuration and troubleshooting (workstations, laptops, printers).
- Broad knowledge of Windows-based operating systems and networks.
- Network administration, practical knowledge of network hardware configuration.
- Computer security, use of firewalls, access controls etc.
- MS Office (specialization: Word), Lotus Notes.
- Video and audio conferencing systems (Polycom).
- Adobe, Dreamweaver, HTML.