

## PERSONAL INFORMATION

**Katarzyna Müller****Translator of Polish, English and Spanish**

+34 675 036 268

kmuller@pacifictranslations.to, katarzyna.muller@yahoo.com

www.pacifictranslations.to, www.mullertranslation.com

Skype mullertranslation

Sex female | Date of birth 13/04/1985 | Nationality Polish

## WORK EXPERIENCE

Since 1 September 2014

**Full-time freelance translator**

Pacific Translations

Business or sector translation, localisation and transcreation

July 2010 – August 2014

**In-house translator**

Carraig Linguistic Services, Rua Nueva 18, 2 izq. A, 15003 A Coruña, Spain

- Translation and proofreading in Polish, English, Spanish, Portuguese and Galician.
- Preparation of glossaries, termbases and TMs.

Business or sector translation agency

October 2009 – July 2010

**Internship (Erasmus)**

Carraig Linguistic Services, Rua Nueva 18, 2 izq. A, 15003 A Coruña, Spain

- Translation and proofreading in Polish, English, Spanish, Portuguese and Galician.
- Preparation of glossaries, termbases and TMs.

Business or sector translation agency

September 2009

**Internship**

Skrivanek Poland, ul. Podlaska 12, 20-304 Lublin, Poland

- Learning and practical use of SDL Trados 2007, sample translations in various fields in Polish and English.

Business or sector translation agency

## EDUCATION AND TRAINING

October 2008 – September 2010

**BA in Iberian Philology**

UMCS, Plac Marii Skłodowskiej-Curie 5, Lublin, Poland

- Literature, history and culture of the Iberian Peninsula. Linguistics.
- It is a three-year programme. The first two years' subjects all successfully completed during the first academic year. The third year spent abroad on the Erasmus Internship.

October 2004 – June 2009

**MA in English Philology**

UMCS, Plac Marii Skłodowskiej-Curie 5, Lublin, Poland

- Literature, history and culture of English speaking countries. Linguistics. Teaching English as a second language.
- It is a five-year programme. I spent one year at the University of Vigo, Spain, on Erasmus student exchange programme.

October 2004 – June 2006

**IT technician, field of specialisation: computer graphics**

PROFESJA CKK, Vocational College of Information Technology and Economy in Lublin, Poland

- Programming, operating systems, databases, computer networks, computer graphics, hardware.

ADDITIONAL COURSES

September - December 2013

**An Introduction to Financial Accounting**

University of Pennsylvania via Coursera.org, lectures by prof. Brian J. Bushee

- This course covered the content of a semester-long MBA core course with a focus on providing an understanding of financial accounting fundamentals for users of corporate financial information.
- Statement of Accomplishment

March - June 2013

**Correct usage of Polish – practical stylistics and text edition**

University of Warsaw, COME UW online platform

- Text segmentation into paragraphs; text organisation; linguistic problems of formal texts; correct word division; references and footnotes; stylistics; metaphors; pleonasm and tautology; phraseological expressions, their correct use and modification; borrowings; often confused words; lexical collocations; style and lexical errors; archaisms; persuasive definitions; presuppositions; connotations; implicit content; text and law, etc.
- Certificate issued by the University of Warsaw, COME UW online platform. Final grade: very good

LANGUAGE SKILLS

Mother tongue(s) Polish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Listening	Reading
English	C2	C2	C2	C2	C2
	CAE grade A (2003).				
Spanish	C2	C2	C2	C2	C2
Portuguese	C1	C1	B2	B2	B2
Galician	B2	B2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

AREAS OF EXPERTISE

- **E-commerce:** websites and mobile apps, online marketing, corporate blog articles, product and services descriptions, privacy policies, terms and conditions of use, etc.
- **Fashion and textile industry:** e-commerce, product descriptions, campaigns, newsletters and online marketing, press articles, retail, etc.
- **E-learning:** compliance training (antitrust laws, anti-corruption policies, workplace policies), data security, etc.
- **IT:** network safety and administration, fibre optics and infrastructure, hardware, GUI, software, web and mobile apps.
- **HR:** training programmes, materials and study cases, employment regulations, dedicated HR software localisation, job websites.
- **Business:** corporate policies, codes of conduct, CSR, reports.

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- **Official documents:** birth and marriage certificates, diplomas and academic transcripts, etc.
- **Technical and engineering:** safety data sheets, OHS, manuals (machinery, electronic, audiovisual and household appliances).
- **Subtitles:** for movies, TV shows, kids and teen shows, documentaries, corporate videos.
- **Video games:** in-game content, browser games, online marketing, EULAs
- **Food industry:** product labels and related contents, retail
- **Tourism/travel/hospitality:** booking websites, reviews, newsletters, marketing copies.

#### AREAS OF INTEREST

- Scuba diving
- Health and nutrition, health recovery protocols and lifestyle interventions, supplements
- Travel and tourism

#### SOFTWARE

- Trados Studio 2014 (+ Multiterm)
- MemoQ 2015 Free
- SDL Edit
- MS Office 2013, Open Office
- Familiarity with browser-based CAT tools: Memsource, Wordbee, POEditor

#### ADDITIONAL INFORMATION

##### More information

- Full and updated list of completed additional courses and attended conferences available at [mullertranslation.com](http://mullertranslation.com)

##### ProZ.com profile

[www.proz.com/translator/1790923](http://www.proz.com/translator/1790923)

##### The benefits of working with me

- On-time deliveries.
- Promptness in communication.
- Attention to detail and diligence, I always research the terminology and check consistency.
- Strong understanding of the outsourcers' needs and expectations, gained on the position of in-house translator and proofreader.
- I have wide interests; I advocate lifelong learning and constantly seek to expand my skills and knowledge.
- I am willing to start translating texts from other areas of specialisation.

##### References

- Alba Salgado, Carraig Linguistic Services
- [alba@traduccionescarraig.com](mailto:alba@traduccionescarraig.com)
- Maja Popęda, LangBay Translations
- [maja@langbaytranslations.eu](mailto:maja@langbaytranslations.eu)

##### Invoicing

- Invoicing in currencies other than Euro available upon request.