

Arletta Różańska

Wierzyce
Poland

+48 606-970-779

arletta@dialekt.com.pl

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Polish

Experience

1998–Present
French, English and Spanish to Polish freelance translator and interpreter at DIALEKT Translations

2006–2008
Editor in chief of the newsletter published by a local NGO

2005–2009
Member and vice president of the Managing Board of a local NGO

1995–1999
Translator, interpreter and Marketing Director at a Polish and Belgian joint venture

Education

Wesleyan University, December 2018
Social psychology course
Verify here.

University of Toronto via Coursera, December 2015
Introduction to psychology
A general overview of core areas of psychology including learning, memory, perception, consciousness, human development, and mental illness

Poznań School of Banking, Poznan, Poland, October 2008–July 2009
NGO Manager Course
Strategic management, legal aspects of NGOs' operation, business plans, private public partnerships, structural funds for NGOs, interpersonal communication skills, public relations, HR management, marketing, basics of project management, leadership and management styles.

"Stowarzyszenie Swiatowid", Łubowo, Poland, May 2006–April 2008
Leader + training
Project management in Rural Development Policy 2007 2013, psycho societal competences in LAG activities, LAG improvement.

Adam Mickiewicz University, Poznan, Poland, Sep. 1990–Sep. 1995
Master of Arts in French
French philology: practical language skills, history of the language, phonology, phonetics, grammar , syntax, discourse, pragmatics, language teaching, culture, history of literature.

Expertise

Economics, commerce, law: accountancy, contracts, notarial deeds, banking, legal regulations, legal opinions, European legislation.
Medical: patient documentation, scientific articles, research reports, opinions, instructions.
Technical: malting and brewery, quality, safety, and environment management systems - ISO 9001: 2000, HCCP, and ISO 14000 and 18000, user manuals for industrial hardware, heat engineering, building industry.
Other: European programs, psychology, philosophy, advertising, sports, literary texts, gardening, cynology.

CATs

SDL Trados Studio 2022, Deja Vu X2, TransitNXT, MemoQ, Across, SmartCat, Wordbee, XTM, XTRF.

Accreditations

Sworn Translator and Interpreter of French (license no. TP/627/05).



Wojciech Krawczyk

Wierzyce
Poland

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Polish

Experience

1998–Present
English and Spanish to Polish freelance translator and interpreter at DIALEKT Translations

March 2021–November 2022
Quality and Redaction Manager at Exfluency

September 2006–September 2008
Associate Professor at the Faculty of Applied Linguistics at the Warsaw University

September 2002–September 2005
Teacher of Spanish at the Faculty of Romance Philology, Adam Mickiewicz University in Poznan

September 1996–September 1999
Teacher of English in a private school

Education

Adam Mickiewicz University, Poznan, Poland, Sep. 2002–Sep. 2005
Doctoral degree in applied linguistics
Applied linguistics, foreign language teaching, intercultural communication

Adam Mickiewicz University, Poznan, Poland, Sep. 1995–Sep. 2000
Master of Arts in Spanish
Spanish philology: practical language skills, history of the language, phonology, phonetics, grammar, syntax, discourse, pragmatics, language teaching, culture

Adam Mickiewicz University, Poznan, Poland, Sep. 1993–Sep. 1999
Master of Arts in English
English philology: practical language skills, history of the language, phonology, phonetics, grammar, syntax, discourse, pragmatics, language teaching, culture

Expertise

Economics, commerce, law: accountancy, contracts, notarial deeds, real estate, banking, legal regulations, legal opinions, European legislation.
IT: management and information systems in banks and large enterprises, risk management systems, CRM systems, data protection.
Other: user manuals, technical documentation, medical devices, medical documentation, language teaching, psychology, intercultural training, music, philosophy, advertising, sports, general science, and literary texts.

CATs

SDL Trados Studio 2022, Deja Vu X2, TransitNXT, MemoQ, Across, SmartCat, Wordbee, XTM, XTRF.

Accreditations

Sworn Translator and Interpreter of English and Spanish (license no. TP/639/05).

DIALEKT Translations
Selected Portfolio

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Polish
English
French
Spanish

Client	Subject
American corporation that designs, manufactures and markets industry-leading systems for the poultry, hog, egg production, and grain industries	Systems for poultry, hog and egg production. Systems for grain storage, handling and conditioning. Website localization.
Canadian provider of innovative enterprise-wide financial risk management software.	Risk management system for a very large Polish bank.
Polish branch of a large international bank.	Interpreting during meetings and presentations on banking and finance.
Polish manufacturing plant belonging to a Spanish group operating in Europe.	Localization of the production line IT system. Finance and accounting texts. User manuals for manufacturing installations.
Polish Police, Public Prosecutors and Courts of Law	Translation of legal documents. Interpreting during hearings and trials.
Polish provider of real estate surveying and construction services.	Real estate valuations and analyses.

Polish-German dealer of industrial installations and systems.	Quotations for industrial bagging, palletizing and wrapping lines.
Various international translation service providers.	Selected technology offers and selected news from Community Research and Development Information Service. User manuals for various appliances and systems. EULAs. Legal and business documents. Website localizations.
Various Polish food industry manufacturers.	Interpreting during Supervisory Board meetings and General Assembly meetings. Translation of business documents. OHSAS, HCCP and ISO audits. Quality assurance documentation.
Spanish manufacturer of construction formwork, boarding and scaffolding systems.	Technical specifications, user manuals, QA certificates, website localization, invoicing system localization.