

Agnieszka Maniakowska

Certified legal translator
English to Polish

Personal Info

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Qualifications

2011

Sworn (certified) translator and interpreter qualification (certified by Poland's Ministry of Justice)

2009-2010

Postgraduate Studies for Sworn Translators
Institute of Specialist Translations, Warsaw, Poland
translating and interpreting of legal, financial and business texts

2004-2006

Postgraduate Studies in **Law and Administration**
Koszalin University of Technology, Poland
civil, criminal, administrative, employment and family law

1999-2004

MA (magister) in applied linguistics translation and interpreting in English and German
Warsaw University, Poland

Professional Memberships

Member of the Baltic Association of Translators

Skills

- fluent in English and German
- experienced with **Trados Studio 2019, Wordfast Professional 5, MemoQ 8.5**
- fast learner of online translation tools
- skilled written and verbal communicator
- extremely precise and dedicated
- showing strict attention to detail
- helpful and resourceful, assisting other translators in solving their translation dilemmas on professional social platforms such as proz.com

Professional translator with 10+ track record of interpreting, translating and proofreading legal texts to help individuals win court cases and companies grow their businesses. Ensuring strict confidentiality required of a certified translator. Showing remarkable organizational skills and great native language competence.

Key achievements

- Diploma in law and administration
- Master degree in translation, English and German
- Certified translator appointed by the Ministry of Justice, Poland
- Certified PRO member of proz.com and an appreciated contributor
- Consistent excellent feedback on translation proficiency from clients and colleagues as well as on native language and text creation skills from translation partners

Professional experience

2011 to present	CERTIFIED LEGAL TRANSLATOR AND INTERPRETER - help my clients in courts, the police and other institutions adopt children, divorce, receive inheritance, buy a property, as well as win in criminal law cases, always providing insight to different culture practices, <u>family law</u> – decrees, BDM certificates, last wills <u>contract law</u> – sale, lease, confidentiality agreements, T&Cs <u>criminal law</u> – arrest warrants, judgments, summonses, orders <u>employment law</u> – employment contracts, dismissals, references - translate and interpret for companies which need me to contract, negotiate, register, suit supported companies in establishing in Poland by translating their constitution documents and the required submissions <u>company law</u> – articles of association, bylaws, resolutions, minutes, codes of conduct, data protection documents - provide cultural assistance, refer clients to appropriate institutions, obtain information served as a consultant for my foreign clients, both corporate and individual, who moved to Poland by determining the procedures to follow and translating all pertinent English-language materials needed - translate company documents for translation agencies and law firms skilfully managed several dozen large projects for corporate clients this year only
2007-2011	LEGAL TRANSLATOR (FREELANCE) - translated corporate documents for translation agencies and law firms increased my corporate clients' market presence in Poland by effectively localising their websites - assisted company executives during business trips to serve as a translator
2009-2013	HEAD OF THE ENGLISH DEPARTMENT, TRANSLATION TEACHER State Vocational College in Koszalin, Poland taught students basic translation skills and techniques, prepared them to apply for second-cycle university programmes

Sample projects

2018 – translation of GDPR-related documents (privacy policies, data protection rules and regulations), over 50 000 words
2016 to present – translation of vehicle documents (certificates of title, invoices) for a large car trader in Legionowo, over a hundred sets of documents
2015 – volunteer translation of letters for the SOS Children's Villages organization
2014 to present – participation in a project involving translation of employee surveys for a renowned card payments operator, over 10 000 words
2012 – interpretation before court and translation of documents which enabled a US family to go through a lengthy procedure of successfully adopting a group of four siblings
2011 to present – translation of arrest warrants, requests for further information and other correspondence for criminal departments of regional courts in Poland