

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

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

**Communication skills** ▪ Excellent communication skills gained through my experience as firm manager and translator

**Computer skills** ▪ Excellent command of Microsoft Office™ tools  
▪ Excellent command of PDF files  
▪ Extensive experience using Wordfast and SDL Studio computer-assisted translation tools  
▪ Some experience using MemoQ  
▪ Experience using OCR programmes

**Driving licence** ▪ Category B

#### ADDITIONAL INFORMATION

- Publications**
- **Research:**
    - 'Zero-derived denominal nouns? An approach to word meaning representation.' *Anglica Wratislaviensia XXI*, Wrocław, 1991, pp. 5–11
    - 'Some aspects of the form-meaning relationship in idioms'. *Anglica Wratislaviensia XXI*, Wrocław, 1991, pp. 13–21
    - 'The semantics and pragmatics of modifier-noun combinations in English and Polish'. *Anglica Wratislaviensia XXIV*, Wrocław, 1993, pp. 11–21
    - *The meaning of English modifier-noun combinations: An Interpretative model and its application to ellipsis and accretion*. Wyd. Uniwersytetu Wrocławskiego, Wrocław, 1995
  - **Translations:**
    - Ryszard Depta. *Gdańsk: English Miniguide*. Toruń, Via, 1996 (with Małgorzata Możdżyńska-Nawotka)
    - Rafał Eysymontt. *Wrocław: 24 Photographs*. Wrocław, Via, 1996 (with Małgorzata Możdżyńska-Nawotka)
    - Kazimierz Jankowski, Krzysztof Kulaga. *Książ-Fürstenstein Castle*. Wrocław, Via, 1996 (with Małgorzata Możdżyńska-Nawotka)
    - Rafał Eysymontt. *Wrocław: architecture and history*. Wrocław, Via, 1997 (with Małgorzata Możdżyńska-Nawotka)
    - Jacek Schindler. *Unwrap the World*. Wrocław, Eco-Idea, 1998 (with Tomasz Żamojć, Wanda Oberlin)
    - Kazimierz Rosiński. *Orkla Media: 10 Years in Poland*. Warsaw, Orkla Press Polska, 2002 (with Chris Caes, Dominika Ferens)
    - Adam Chmielewski et al. *Spaces for Beauty Revisited: Wrocław's application for the title of European Capital of Culture 2016*. Wrocław, 2011 (with Agata Musiał, Dominika Ferens, Patrycja Poniatowska, Marcin Tereszewski)
    - Leszek Czarniecki. *Risk in Banking: A Post-Crisis Perspective*. Warszawa, Studio Emka, 2011 (with Agatą Musiał)
    - Leszek Czarniecki. *Simply Business*. Warszawa, Studio Emka, 2011 (with Agatą Musiał)
    - Leszek Czarniecki. *Simply Business: The Next Step*. Warszawa, Muza, 2012
    - Leszek Czarniecki. *Dual Nature of the Enterprise: Firm DNA*. Wrocław University of Economics, 2015

**Memberships** ▪ TEPIŚ (Polish Association of Court, Legal, and Financial Translators)

- Taught translation and other courses as part of a bachelor's degree in English

Business or sector Tertiary Education

May 2010 to July 2010

**Adiunkt (Assistant Professor)**

Dept. of Modern Languages, Wrocław College of Management and Finance (Wyższa Szkoła Zarządzania i Finansów), ul. ul. Pabianicka 2, 53-339 Wrocław, Poland.

- Taught courses as part of a bachelor's degree in English

Business or sector Tertiary Education

Oct. 2009 to Feb. 2010

**Instructor**

College of Applied Informatics (Wrocławska Wyższa Szkoła Informatyki Stosowanej), ul. Wejherowska 28, 54-239 Wrocław, Poland, tel/fax: +48 71 7991937.

- Taught an EU-funded English-Polish legal contract translation course

Business or sector Translator Education

Oct. 2005 to Oct. 2010

**Adiunkt (Assistant Professor)**

Dept. of Modern Languages, Management College (Wyższa Szkoła Menedżerska), ul. Korfańskiego 4, 59-220 Legnica

- Taught courses, including translation, as part of a bachelor's degree in English

Business or sector Tertiary Education

Feb. 2002 to June. 2004

**Instructor**

Wrocław University Postgraduate Translation School (Podyplomowe Studia Przekładu), ul. Kuźnicza 22, 50-138 Wrocław, Poland, tel. +48 71 3752439

- Taught a course on the use of technology in translation

Business or sector Translator Education

Oct. 1986 to Sep. 1994

**Asystent and Starszy Asystent (Research & Teaching Assistant) and Adiunkt (Assistant Professor)**

Dept. of English, Wrocław University, ul. Kuźnicza 22, 50-138 Wrocław, Poland, tel. +48 71 3752439

- Taught various linguistics courses and researched semantics and pragmatics

Business or sector Tertiary Education

EDUCATION AND TRAINING

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1987 – 1992

**Ph.D. in Linguistics**

Dept. of English, Wrocław University, ul. Kuźnicza 22, 50-138 Wrocław, Poland, tel. +48 71 3752439

- Defended a thesis on modifier noun combinations in English

1988 – 1989

**Certificate of Studies, Postgraduate Studies**

Oxford University, Hertford College, Stefan Batory Trust Scholar

- Pursued a programme of research and studies in linguistics

1982 – 1987

**MA (Hons.) in English**

Dept. of English, Wrocław University, ul. Kuźnicza 22, 50-138 Wrocław, Poland, tel. +48 71 3752439

- Followed a five-year course of studies that included translation and defended a thesis on semantic and pragmatic aspects of word meaning

PERSONAL SKILLS

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Mother tongue(s)

Polish

## PERSONAL INFORMATION

## Andrzej Głazek

 ul. Sądecka 93. 50-407 Chełmsko Śląskie, Poland

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 [andrzej.glazek@proverbo.com.pl](mailto:andrzej.glazek@proverbo.com.pl)

 [www.proverbo.com.pl](http://www.proverbo.com.pl)

 Skype: andrzej\_glazek

Sex Male | Date of birth 23/04/1963 | Nationality Polish

## JOB APPLIED FOR

## Translator

## WORK EXPERIENCE

March 2014 – the present

## Owner/Manager, Translator

Pro Verbo Andrzej Głazek, ul. Sądecka 93,  
58-420 Chełmsko Śląskie, Poland, tel. +48 71 3212915

- Translates all kinds of texts, including legal, financial, and economic texts
- Provides certified translation services
- Proofreads all kinds of texts translated by others
- Continues the activities of the Pro Verbo partnership
- For a number of years works with Credit Agricole Bank Polska (over 250,000 words)
- Translated *Dual Nature of the Enterprise: Firm DNA* and *Alpha Leadership* by Leszek Czarniecki (two books)

Business or sector Translation

June 1992 – March 2014

## Partner, Translator

Pro Verbo s.c., Andrzej Głazek & Agata Musiał, ul. Fiolkowa 19/2A, Bielany Wrocławskie,  
55-040 Kobierzyce, Poland, tel. +48 71 3212915

- Translated all kinds of texts submitted to the firm, including legal, financial, and economic texts
- Provided certified translation services
- Proofread all kinds of texts submitted to the firm translated by others
- Partner in a two-member firm of professional translators
- Worked with the Management Board of AIG Bank Polska (subsequently acquired by Santander), translating legal contracts, legal opinions etc. (over 500,000 words)
- Translated a 140,000 word leasing manual for Poland's largest leasing company
- Translated a series of comprehensive reports (110,000 words) on water and sewage management in Polish municipalities prepared by US experts as part of a USAID technical assistance programme
- Translated more than 1,000,000 words of licence agreements, leases, loan agreements, share purchase contracts, deeds, shareholders agreements, and other legal contracts
- Translated statements of accounting standards and policies (120,000 words)
- Translated 100,000 word book on the history of a Norwegian media group's Polish subsidiaries
- Translated over 80,000 words of texts included in information memorandums, prospectuses, and offering circulars
- Translated about 45,000 words of annual reports of Polish listed companies
- Edited the Polish company law section of the International Encyclopaedia of Laws
- Co-translated *Simply Business*, *Simply Business: The Next Step*, and *Risk in Banking* by Leszek Czarniecki (three books)
- Co-translated the city of Wrocław's successful application for the title of European Capital of Culture 2016

Business or sector Translation

Oct. 2012 – Sept. 2013

## Adiunkt (Assistant Professor)

College of Applied Informatics (Wrocławska Wyższa Szkoła Informatyki Stosowanej),  
ul. Wejherowska 28, 54-239 Wrocław, Poland, tel/fax: +48 71 7991937.