

## **CURRICULUM VITAE**

### **Mgr. Linda Majdlenova**

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Nationality: Slovak

Mother tongue: Slovak



### **Education:**

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Sept. 2001 – June 2005

Constantine the Philosopher University, Nitra, Slovakia;

Field of study: Teaching at elementary schools with specialization in the English language

### **Translation Experience:**

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– 7 July 2015: registered as an official/sworn translator in the list of experts, interpreters and translators, kept by the Ministry of Justice of the Slovak Republic;

– March 2009 – present: working as a freelance translator;

**Specialist areas:** bank, business (certificates, certificates of conformity, business proposals, websites), chemistry (safety data sheets, product specifications), environment, finance, general medicine (patient information sheets, medical leaflets, questionnaires), marketing & PR (leaflets, press releases, questionnaires), law (substantial part of my translation experience – apostilles, notarial certificates, judgements, resolutions and decision of public authorities, agreements/contracts, certificates, birth/marriage/death certificates, police clearance certificates, social services-related documents, etc.), surveys, technical documents (user manuals), etc.

– 2008 – 2011: project coordinator at Slovak translation agencies (FUDU, s.r.o., Skrivanek Slovensko, s.r.o.); assigning translations and translating, proofreading;

### **Other Relevant Experience:**

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March 2009 – present

EN-SK/SK-EN translations, revision, proofreading, merging translations

January – December 2007

London, UK

Working as a receptionist at the Slovak Embassy in London (part-time)

Working as a waitress in a hotel restaurant in London (part-time)

2005 – 2009

Occasional translations from/to the English and Slovak language

Teaching English to children and adult beginners

## ***Membership:***

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Slovak Association of Translators and Interpreters (since 2016)  
(<https://www.sapt.sk/author/linda-majdlenova/>)

## ***Specialised Courses:***

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Family Law and Registry Documents  
Substantive Criminal Law  
Criminal Proceedings  
Law of Contracts  
Law of Corporations  
Business Shares  
Real Property Law  
Land Register and Transfers

## ***Languages:***

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Slovak – native speaker  
English – active  
Czech – active  
German – passive

## ***Software:***

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MS Windows 10, MS Office 2016, CAT tools: Across, clients' online CAT tools

## ***Strengths:***

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Responsibility, reliability, sense for detail, meeting deadlines, rich experience in the above areas, keen to learn new information, able to provide translation using clients' own online tools and programs, coordination experience gained in the translation agencies enabling me to understand clients' needs and preferences

## ***Standard Rates:***

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Translation:	EN-SK: €0.06/word
Proofreading:	EN-SK: €0.03/word
MTPE:	EN-SK: €0.04/word
Official/sworn translation:	€20/standard page (250 words; rounded up to whole pages)
Minimum/hourly rate:	€20 per task

Currency: EUR

## ***Clients:***

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Slovakia:

### ***Translation companies:***

LINGUA SAMARIA, s.r.o.  
TOP PREKLADY, s.r.o.  
Preklady bez hraníc, s.r.o.  
Lexika, s.r.o.  
GRAMMA, s.r.o.  
SMARTIES, s.r.o.

### ***Other regular clients:***

Glortex, a.s.  
SG business consulting, s.r.o.  
AVA-stav, s.r.o.  
FERMO, s.r.o.  
Slovak courts and national authorities

Czech Republic: Algera  
UK: THG Fluently, Wolfestone Translation, Words in Translation  
Lithuania: WordRise  
France: Solten  
Spain: IMVTranslated!, Powerful Translations

***Availability:***

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Monday – Friday: 9:00 AM – 4:30 PM (CET)  
Weekends / holidays / Slovak bank holidays: not available