

# SYLWIA BICZYK

## English<>Polish Translator

Specialising in legal and corporate communication materials

Warsaw, Poland

<http://eng-translator.pl/en/home/>

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### PROFESSIONAL SUMMARY

Professional translator with 8+ years of experience. Skilled in translating legal, human resources and corporate documents. Worked full-time with many translation agencies as well as end clients all over Poland and became a go-to translator for top quality clients. Trustworthy and client-oriented, proficient at building and maintaining professional relationships.

### TRANSLATING EXPERIENCE (2010 – present)

#### LEGAL

- Agreements (licensing, employment, tenancy, loan, lease, etc.)
- Legal opinions
- Powers of attorney
- EC communication & recommendations
- Terms of Reference
- Court orders
- Transfer pricing documentation

#### HUMAN RESOURCES:

- Codes of Conduct/Codes of Ethics
- Non-Disclosure/Confidentiality Agreements
- Anti-Corruption Policies
- Competition Law Compliance Guidelines
- Data Processing Clauses
- Law Compliance Guidelines
- Due Diligence Reports
- Employee handbooks

#### CORPORATE

- Minutes of General Meetings
- House Rules
- Standards of procedure
- Audit reports
- Competence Training
- Instruction manuals
- Intercompany accounting policies
- Enterprise Operating System Manuals

Daily output: 2000-2500 words

Key clients included some of the most prominent Polish companies in the field of bus manufacturing, pharmaceutical and healthcare products, parcel dispatch and collection, clothing.

### QUALIFICATIONS

- Master's Degree in Modern Languages, English Philology, University of Warsaw
- Linguistics of Law & Business "Sawicki-LLB", Poland (Training for lawyers and translators, including translation practice)
- Advanced Legal English for Polish Purposes – online course, completed with examination
- International Legal English – online course, pending

### EMPLOYMENT HISTORY

- Full-time freelance translator since 2010 (over 6.000.000 words translated)
- Volunteer translations for NGOs in Poland

### SOFTWARE

- SDL Trados 2017
- Client-provided XTM

### PROFESSIONAL AFFILIATIONS

- Baltic Society of Translators ([http://bst.org.pl/?page\\_id=3543&lang=en](http://bst.org.pl/?page_id=3543&lang=en))