

ELZBIETA PESKA MA, DPSI, ACIL

Legal Translator & Interpreter (English / Polish)

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PROFILE

- Freelance Translator and Interpreter **specialising in legal and business** translations
- Committed to Continued Professional Development
- Able to meet demanding project delivery deadlines
- Knowledge of the principles of cross-cultural techniques
- Strong organisational skills, planned approach to projects
- Self-motivation - desire to develop professionally

LEGAL TRANSLATION SPECIALISM AREAS

- Litigation, contracts and civil law
- Civil justice system: employment, housing, personal injury, marriage and divorce, custody of children, small court claims, consumer rights
- Financial, company and commercial law
- Criminal justice system: police, magistrate's and crown courts, probation service and prisons

LANGUAGES

- Polish – Native
- English – Near-native (UK resident for 15 years)

PROFESSIONAL SKILLS & EXPERIENCE

- Translation & Interpreting EN-PL
- Terminology research & verification
- Proofreading & editing
- Translation memory software: SDL Trados
- Project management
- Communication & organisation
- Accuracy and attention to detail

EDUCATION

2012 – 2014	MA Legal Translation, awarded January 2014, with merit The City University, London, UK
2007 – 2011	BA Translation & Teaching English as a Foreign Language Middlesex University, London, UK First class honours awarded in July 2011
2008 – 2010	Diploma in Public Service Interpreting, Polish – English Law Chartered Institute of Linguists Educational Trust, London, UK QCF Level 6 qualification accreditation No 201/1250/8, awarded in June 2011

EMPLOYMENT

2015 - present

Freelance Translator & Interpreter (English/Polish)

Legis Translations & Interpreting, Salisbury, UK

Translation projects undertaken include: business code of ethics, data protection statements and privacy policies, products descriptions, business overview, employment recruitment policy and documents, money advice and debt counselling documents, employment contract & terms and conditions, job applications, redundancy documents, birth & marriage certificates, formal complaints/appeals, Public Services Ombudsman correspondence and leaflets, HMRC documents, criminal register records, criminal check documents and consent, housing associations leaflets and tenancy agreements, surveys, occupational practice records.

2009 - 2010

Translations Assistant Internship

Language Line Services, London, UK

Main duties: translation project coordination, proofreading, English to Polish translations

Main skills: translation and proofreading, translation quality check, terminology research and validation, communication and teamwork, data entry and administration, SDL Trados.

2012 - 2018

Administration & Finance Manager (part time from 2015)

Better Cleaning Company Ltd, London, UK

Main duties: Multitask position with great variety of responsibilities involved in all day-to-day running of a small business such as: company management, office administration, finance and payroll, bookkeeping, HR management, staff and health & safety compliance supervision, contracts negotiation, liaison with clients, suppliers, HMRC, stock orders, correspondence, emails, internal translation etc.

Main skills: Company & Project Management, Finance & Payroll, Contracts Negotiation, Human Resources, Business Documents Translation

MEMBERSHIPS & REGISTRATIONS

- Chartered Institute of Linguists, associate membership number 42557
- Enhanced DBS check (clear), disclosure number 001528655207

PERSONAL INTERESTS

Law, Linguistics, Translation of children's literature, Travel & Tourism

REFERENCES

References available upon request.