

Pavel Kraus

*1979

Translator & Proofreader
Localization Specialist



INTRODUCTION & SERVICE OVERVIEW

Dear Customers,

My name is Pavel Kraus and I am a native Czech speaker. I provide translations and localization from EN, FR, DE and ES into Czech and Slovak since 2006. I would like to offer my services in case they may be of interest to you.

I work with **CAT tools** such as: Trados, SDLx, Passolo, Alchemy Catalyst, Across, Transit, Wordfast, Idiom, MemoQ, Deja Vu, Memsource, MateCat, Fluency (incl. terminology and QA tools, i.e. Xbench, Verifika).

Further, I have a long-term experience in pre-print and I am able to manage projects from analyse to delivery.

My main fields: Technical/Engineering, Automotive, Medical, Medical Equipment, Patents, Human Resources, Market Research, Legal/Law, IT, Software, Marketing, Finance, Fashion, Sport and others.

I am very interested in a long-term cooperation in any translation, localization or other projects with your team.

I will be very happy to provide you with more information or translate a test for you.

For more information please refer to my details below.

Have a nice day.

Kind regards,

Pavel Kraus

Member of Czech Union of Interpreters and Translators (2012)

I work in accordance with the Standard EN 15 038.

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1 RESUME

1.1 PROFESSIONAL EXPERIENCE

FREELANCE TRANSLATOR

2004 – PRESENT

SERVICES: translations, proofreading, QA, localization, subtitling, transcribing (see Chapter 2)

LANGUAGES: English, German, Spanish → Czech and Slovak (vice versa)

CAT tools (recent versions) – : Trados, SDLx, Passolo, Alchemy Catalyst, Across, Transit, Wordfast, Idiom, MemoQ, Deja Vu, Memsource, MateCat, Fluency (incl. terminology and QA tools, i.e. XBench, Verifika).

- Localization of data formats on varied platforms
- Source/target format conversions
- Trainer of CAT software
- Administration of translation memories and term bases

CAT/DTP SUPPORT SPECIALIST

SKRIVANEK, CZECH REPUBLIC – 2006 – 2009

- Administration of Across Language/Translation Server
- Preparation of documents in many different formats (e.g. Adobe, MS, XML, HTML, PHP, multimedia)
- Pre-print, format conversions
- Technical support (DTP & CAT tools)

IT SPECIALIST

FREELANCER – 2004 – 2006

- Design and wiring of data networks
- Configuration and installation of workstations
- IT consulting

SALES MANAGER

AUTOMOTIVE MAGAZINE & MOTOR SPORT TEAM – 2001 – 2003

- communication with new business advertisers
- customer care
- responsibility for team funding in 2002

1.2 ACADEMIC EXPERIENCE

2011 – 2014	Master Degree in Economics and Management	Institute of Finance and Administration Prague, Czech Republic
2009 – 2010	Professional Certificate in Management	Open University Prague, Czech Republic
2007 – 2009	Bachelor Studies Program: Informatics, Economics	Institute of Finance and Administration Prague, Czech Republic
1996 – 2001	Bilingual German-Czech High School Leaving exam in 2001	German High School Prague, Czech Republic

2 SCOPE OF SERVICES

I offer a wide scope of services that covers standard translations, proofreading, multimedia editing as well as management of translation memories and terminology. Please refer to my list of services provided below.

TRANSLATIONS

- Translations
- Certified Translations
- Proofreading
- Revision
- Quality Assurance

LOCALIZATION

- WWW/Software
- Terminology
- SEO – Search Engine Optimization
- Subtitling
- Graphics/DTP Editing
- Voice-Over
- Transcribing of Text/Audio
- Scanning, OCR (Recognition)

3 STATISTICS

YEAR: 2016	1226 projects	YEAR: 2017	1557 projects	YEAR: 2018	1670 projects
<i>TOPIC</i>	<i>WORDCOUNT</i>	<i>TOPIC</i>	<i>WORDCOUNT</i>	<i>TOPIC</i>	<i>WORDCOUNT</i>
ART	13741	ART	13646	ART	29082
ARCHITECTURE	37234	ARCHITECTURE	99926	ARCHITECTURE	174464
AUTOMOTIVE	113014	AUTOMOTIVE	253121	AUTOMOTIVE	436938
BIOLOGY/NATURE	32321	BIOLOGY/NATURE	102890	BIOLOGY/NATURE	189144
ECONOMICS	86666	ECONOMICS	836959	ECONOMICS	1162144
EL. EQUIPMENT	1910	EL. EQUIPMENT	169942	EL. EQUIPMENT	31259
ENGINEERING	286718	ENGINEERING	143537	ENGINEERING	131650
FINANCE	28800	FINANCE	8069	FINANCE	77370
GAMES	100631	GAMES	189989	GAMES	224224
GASTRONOMY	1190	GASTRONOMY	10580	GASTRONOMY	3953
HR	78628	HR	769126	HR	153698
CHEMISTRY	19999	CHEMISTRY	54961	CHEMISTRY	31386
IT HARDWARE	85459	IT HARDWARE	58434	IT HARDWARE	315331
IT SOFTWARE	46180	IT SOFTWARE	191886	IT SOFTWARE	330077
MARKETING	71155	MARKETING	552433	MARKETING	815477
MEDICAL	70274	MEDICAL	247463	MEDICAL	220168
LEGAL	51929	LEGAL	312150	LEGAL	208282
PATENTS	18295	PATENTS	50248	PATENTS	76109
PSYCHOLOGY	1741	PSYCHOLOGY	12571	PSYCHOLOGY	18538
SPORT	152891	SPORT	188138	SPORT	220108
TECHNICAL	574992	TECHNICAL	1975054	TECHNICAL	4167686
CLOTH/TEXTILE	18821	CLOTH/TEXTILE	42295	CLOTH/TEXTILE	82742
TRANSPORTATION	34307	TRANSPORTATION	67379	TRANSPORTATION	101225
TOURISM	2041	TOURISM	40606	TOURISM	24959

4 REFERENCE

 <p>"Our company cooperates with Mr. Pavel Kraus since March 2013. In the course of this cooperation with our company, Pavel prepared several dozen mostly legal and HR translations. He always provides quality services at a pre-arranged deadline and for a adequate price. We are satisfied with his flexible approach, professionalism and with contractual arrangements of conditions. Based on our experience, we recommend Pavel Kraus as a reliable supplier of translation services at a professional level."</p> <p>Lydia Gyorgyova, Back-Office, Outsourcing Heineken Czech Republic, Manufacturer and Distributor of Beer Brands</p>	 <p>... und Sie machen mehr aus Holz!</p> <p>„Als international tätiges Maschinenbauunternehmen ist die Zusammenarbeit mit Übersetzungsagenturen sehr wichtig. Es freut uns, dass wir mit der tschechischen Agentur einen so verlässlichen Partner gefunden haben. Ob Kataloge, Software oder Betriebsanleitungen – die Übersetzungen werden schnell, kompetent und zuverlässig bearbeitet.“</p> <p>Kajetan Fuisz, Technical Editor Felder Austria, Manufacturer of Woodworking Machines and Accessories</p>
 <p>"I am extremely satisfied with services provided by Mr. Pavel Kraus. We cooperate on an excellent level. Really, maximum satisfaction."</p> <p>Lenka Dyskantova, Purchase Department Officer KAVALIERRGLASS, a.s., Manufacturer of Glass Products for Industry and Household</p>	 <p>"I am pleased to say that I received very positive feedback from the customer for the previous projects. Thanks a lot for your excellent work on both languages."</p> <p>Tirs Abril, International Advisor for SEAT Spain Contractual Partner of SEAT Spain for Documentation</p>
 <p>"I would like to express my complete satisfaction with the services offered by Pavel Kraus. We mainly order certified translations. His services are at a high level. From submitting a request for translation through its preparation to delivery documents, which must often be provided in a short period of time. I especially positively evaluate the personal and active approach."</p> <p>Jana Hrbatova, Professional Sales Officer Blazek Praha a.s., Clothier</p>	 <p>"Correct and creative translations. I can only recommend cooperation with Mr. Kraus."</p> <p>Frantisek Calek, Business Manager Arcadia, s.r.o., Advertising Agency</p>
 <p>"Very flexible, communicative and professional partner."</p> <p>Eva Petrovska, Owner Dance Studio Pure</p>	 <p>"Communicative and friendly, not afraid to take the initiative."</p> <p>Jan Chyba, Area Manager SkyXS AirCargo, s.r.o., International Air Cargo</p>

- SPECIALIZED/CERTIFIED TRANSLATIONS ● INTERPRETING ● PROOFREADING ● TRANSCRIBING ● VOICE-OVER ● SUBTITLING ●

5 MY CUSTOMERS

MOTORCYCLES AUTOMOTIVE	ELECTRICAL, ENGINEERING, TECHNICAL	HARDWARE, SOFTWARE, GAMES	ECONOMICS, MARKETING, TOURISM	HUMAN RESOURCES, LAW/LEGAL	MEDICINE, COSMETICS
					
					
					
					
					
					
					
					
					
					