

Martyna Wantoch-Rekowska

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PERSONAL STATEMENT

Highly organised multilingual professional with over five years of experience managing translation, documentation and localisation workflows across healthcare, legal and client-facing environments. Proven ability to coordinate multiple concurrent projects, liaise with internal stakeholders and external vendors, maintain quality standards and deliver time-sensitive multilingual content. Holds a Bachelor's Degree in English Philology (Translation Specialisation) with strong experience using CAT tools, AI-assisted translation technology and remote collaboration systems. Seeking to bring strong programme coordination, stakeholder management and continuous improvement skills to a Translation or Localisation Project role.

EDUCATION

Absolute interpreting & translation

Public Service interpreting (CIPSI)

University of Ateneum

Gdansk (Poland)

Bachelor's Degree in English Philology (translations)

September 2016 - October 2019

- Holds a Bachelor's Degree in English Philology (Translation Specialisation), providing strong written communication, analytical thinking, advanced bilingual proficiency and research skills. Developed excellent attention to detail, document handling and the ability to interpret complex information accurately. Strengthened grammar, professional writing and cross-cultural communication skills highly relevant to translation, localisation and client-facing project roles.

Level 6 Diploma in Community Interpreting (Law Pathway)

United Kingdom

DPSI online

May 2025 - February 2026

- Professional qualification demonstrating advanced interpreting skills within legal settings including courts, police stations, solicitor meetings and justice environments. Covers legal terminology, ethics, confidentiality, impartiality, sight translation and accurate communication in high-pressure situations.

WORK HISTORY

Minute Taker & Documentation Specialist – Global Lingo

February 2022 - Present

Freelance / Contract Based

United Kingdom

- Produced high-quality transcripts, structured meeting minutes and documentation to strict client specifications and turnaround deadlines. Managed multiple concurrent assignments while maintaining formatting accuracy, confidentiality and consistency. Worked closely with project managers and incorporated feedback quickly to improve final deliverables.

Translation & Localisation Coordinator

February 2022 - Present

Self-Employed / Contract Based

United Kingdom

- Managed multilingual translation and localisation assignments from initial client brief through to final delivery, ensuring deadlines, quality standards and stakeholder expectations were consistently met. Coordinated linguists, clients and vendors to confirm scope, timelines, terminology and deliverables across multiple concurrent projects. Maintained glossaries, translation memories, version control records and project documentation where required. Resolved urgent requests and workflow issues efficiently while maintaining service quality. Used CAT tools, AI-assisted translation systems and Microsoft Office platforms to improve productivity and consistency.

SKILLS

Case Coordination, Legal Administration, Client Communication, Stakeholder Liaison, Confidential Data Handling, Diary & Appointment Management, Document Preparation, Microsoft Office, Outlook, Excel, Word, Prioritisation & Time Management, GDPR Compliance, Problem Solving, Attention to Detail, Case File Management, Deadline Management, Professional Communication, Data Entry, Report Writing,

Minute Taking, Appointment Scheduling, Multitasking, Organisation Skills, Complaint Resolution, Customer Service, Legal Terminology, Court & Police Environment Experience, Record Keeping, Accuracy Verification, Process Coordination, Team Collaboration, Remote Working, Polish & English Fluency, Spanish (Advanced), Project Coordination, Translation Workflow Management, Vendor Liaison, Client Communication, Deadline Management, Microsoft Office, Excel, Word, Outlook, AI Translation Tools, CAT Tools, Quality Assurance, Multilingual Communication, Stakeholder Management, Problem Solving, Prioritisation, Budget Awareness, Documentation Control, Attention to Detail, Polish & English Fluency, Spanish (Advanced)

LANGUAGES

English: Fluency, **Polish:** Fluency, **Spanish:** Advanced

QUALIFICATIONS

NPPV3 security clearance , DA Langauges	2023-03-01
HIPAA Training , DA Languages - Bristol	2023-01-01
Valid Enhanced DBS	
Settled status in the UK	2019-11-01
Full UK driving licence- cat. B	2015-07-01