

SYLWIA KIJEWSKA

PROFESSIONAL EXPERIENCE

Sworn and Specialist Translator of English
LANCELOT Translation Office, Pszów
Since 2001 up to present – President of the Company and Translator-Interpreter Freelancer
Providing certified and specialist (written and oral) translations, proofreading, including MTPE and localization, in medicine and pharmacy.
Translation projects involving medicine: results of medical examinations, laboratory tests, diagnostic imaging, medical histories, hospital discharges, vaccination cards, health certificates, sick leaves, descriptions of vaccine effects, clinical trial agreements, clinical trial descriptions, clinical summaries, agreements with chief investigators, agreements on delegation of tasks for clinical trials, informed consent forms, operating manuals for medical devices, guidelines for the system of supervising medical devices, medical test reports, veterinary health certificates, EC certificates of Conformity for medical devices, Ministry of Health Guidelines for patients and citizens re: Covid-19, medical dossiers, numerous articles for medical magazines.
Lecturer and ESL Teacher
2009-2011 **Teachers' Training College, Rybnik**
2000-2001 **Hotel Management College, Wodzisław Śląski**
1996-1998 **Primary School, Pszów**

EDUCATION AND QUALIFICATIONS

Ministry of Justice in Poland
July 2005 Sworn Translator's Licence no. TP/1553/05 - List of Sworn Translators
District Court in Gliwice
April 2001 Accreditation of Sworn Translator
University of Opole
May 2000 MA of English Philology
1998-2000 English Philology Faculty, Department of Linguistics, Specialisation: Computational Linguistics
University of Wrocław
June 1998 BA of English Philology
Teachers' Training College in Jastrzębie Zdrój
1995 - 1998 English Philology Department
Physiotherapy College in Wodzisław Śląski
1989 - 1991 Physiotherapy Department

KEY SKILLS AND FEATURES

- Excellent time management to balance administrative duties with actual translation work
- Focus on customer's needs, holistic and empathic approach to people
- Reliability, accuracy, attention to detail, punctuality
- Ability to work under stress in various environments
- Versatility, multi-tasking, great organisational talent
- Knowledge and use of Trados SDL Studio 2024, Office package and AI in translation process
- Data security, confidentiality and professional secrecy awareness

PROFILE

My key strengths include versatility, punctuality, effective problem-solving, and the ability to manage multiple priorities simultaneously. I possess a strong natural aptitude for languages as well as an excellent writing style. I bring over 30 years of experience in senior leadership roles as a company president, combined with extensive freelance practice in sworn and specialized translation across numerous fields of specialization. I am highly skilled at identifying efficient solutions that deliver immediate results while contributing to the long-term success and growth of an organization.

CONTACT

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INTERESTS

Argentinian tango: neo-tango DJ, dancer, event organiser and president of Locura Tanguera Foundation
Motorcycling
Globetrotting
Karaoke singer and piano player
Gardening, ikebana
Fashion, needle work, clothes designing
Sci-fi and fantasy literature and movies