



Aleksandra Charędziak

ul. Przybyszewskiego 31/33 m. 7, 93-188 Łódź
aleksandra.charedziak@gmail.com
+48 668 995 598

Professional Summary

Diligent and experienced copy writer, copy editor, translator and transcreator, able to prioritize work and handle multiple projects simultaneously with accuracy and efficiency. Good communication skills and eye for detail. Worked on wide variety of texts for private clients and organizations, specializes in the medical/pharmaceutical field.

Core Qualifications and Skills

- Computer literate
- Excellent writing, copy editing and proofreading abilities
- Proficient in writing articles of any size, including copy for SEO
- Strong experience in translating medical and pharmaceutical documents, legal documents, catalogues and brochures, online contents in the automotive, health and well-being, home decoration, fashion and other sectors, user manuals, business and private correspondence, etc.
- High ability to work remotely - from any location at any time
- Excellent time management and multitasking
- Flexibility
- Critical thinking

Professional Experience

TRANSLATION PROJECT COORDINATOR (TranslateMedia Poland)

- 03/2019 - 10/2019
- Quoting translation projects and setting out delivery deadlines
 - Day-to-day coordination of translation projects in multiple language combinations
 - Effective project planning and monitoring progress
 - Monitoring budget and negotiating rates and fees
 - Performing quality assessments (monitoring general quality of translations and services)
 - Efficient selection and coordination of team of suitable translators and revisers
 - Contacting the linguists living all around the world, in various time zones, and replying to their queries
 - Updating glossaries

FREELANCE TRANSLATOR AND REVIEWER

Currently working with: Alamma, CCJK, Conversis, Delingua, EC Innovations, G3 Translate, Lexcelera, Mars Translation, Toppan Digital Language, Transperfect.

- 05/2012 -
- Translating and reviewing translations of various documents in English-Polish, Polish-English and French-Polish pairs for various private clients and organizations. For example:

MEDICAL / LIFE SCIENCES:

- Articles
- Executive summaries
- Marketing authorization documents (medicinal products)
- Medical devices user manuals / IFUs, software
- Medical histories/documentation
- Patient recruitment and other clinical studies* related materials, including:
 - Ads
 - Animations VO copy and storyboards
 - Announcement posters
 - Clinical trials agreements
 - Clinical trials protocols and protocol synopses
 - Email copy, newsletters
 - ICFs, ICF flip charts, ICF guides, ICF checklists
 - Instructions and guides (taking study medication, taking urine samples, saliva samples, nasal swabs, self-administering injections, etc.), study procedures booklets
 - Nutrition guides
 - Participant diaries
 - Patient flyers and brochures
 - Patient-reported outcome questionnaires, outcomes forms, screening-related forms and documents
 - Patient visit guides
 - Radio and television ads scripts
 - Referral letters, doctor to patient letters, recognition letters, advocacy groups letters, etc.
 - Regulatory documents and correspondence
 - Surveys, including pre-screening surveys
 - Thank you cards, participant ID cards, participant emergency cards, etc.
 - Websites copy, including portals for investigators, physicians and patients taking part in various studies
- Research papers, scientific articles and technology insights
- Summaries of the product characteristics and medicinal products leaflets
- Surveys for physicians, patients, veterinarians, etc.

TECHNICAL (*including post-editing projects*):

- Documents and questionnaires for auditors
- Product catalogues and descriptions (e.g. agricultural machinery, apparel [including two major fashion brands], essential oils, headphones, lighting devices, sport watches, toys, tyres, etc.)
- Product labels
- Storyboards
- Technical documentation for authorized auto repair shops
- UI

- User manuals (e.g. amusement machines, electromechanical protection devices, medical equipment, vehicles, etc.)
- Vocational training materials for auto repair shops

FINANCE & LEGAL:

- Agreements, contracts, procedural documents, including judgments and orders, petitions and protocols
- Company correspondence
- Employee stock ownership-related documents (including brochures, presentations and video scripts)
- Legal regulations
- Protocols of plenary sessions
- Tender documentation
- Terms and conditions, privacy notes and policies, cookie notes, etc. for websites

MARKETING:

- Apps descriptions
- Corporate presentations
- Market research surveys and questionnaires
- Radio, television and internet ads (including social media and Google ads, requiring keeping certain character limits), keywords
- Websites and brochures (weight loss products and programmes, dietary supplements, streaming service, etc.)

HUMANITIES / PHILOSOPHY:

- Foucault M., "Odpowiedź na pytanie" ("Réponse à une question"), *Praktyka teoretyczna* 4/22 (2016) ([translation](#), FR>PL)
- Jaudeau S., "Cioran, czyli ostatni człowiek" ("Cioran ou le dernier homme"). Mikołów: Instytut Mikołowski, 2015 ([translation](#), FR>PL)
- Kristeva J., "Czas odczuwalny. Proust i doświadczenie literackie" ("Le Temps sensible: Proust et l'expérience littéraire"). Cracow: Eperons-Ostrogi, 2024 ([editing](#), [references](#), FR>PL)
- Riviere J., "Kobiecość jako maskarada" ("Womanliness as a masquerade"), *Acta Universitatis Lodzianensis. Folia Philosophica. Ethica-Aesthetica-Practica* 44 (2024) ([review](#), EN>PL)

MISC:

- Accounting software
- Anti-money laundering, anti-bribery, OSH training materials
- Attributes lists for websites
- Call centre scripts
- DEI training materials
- Guides for employees planning to work abroad
- Horoscopes

- Newsletters
- Private correspondence
- Various texts on economy, philosophy and politics

OTHER TYPES OF PROJECTS:

- Executive summaries (writing)
- Layout check
- Linguistic validation (forward translation / back translation / reconciliation)
- LQA
- MT evaluation
- Surveys and websites testing
- Third party review
- Transcreation
- VO direction
- Vocabulary classification

FREELANCE COPY WRITER, COPY EDITOR AND PROOFREADER

05/2012 - 01/2020 Proofreading and writing copy, including copy for SEO, on various topics (for example: apiculture, auto repair, beauty products, beauty tips, conference centres, cuisine, diets, fitness, health and weight loss, nutrition, educational techniques, foreign exchange market, home decor and furnishings, hotels, tourist attractions), as well as advertisements, product descriptions and posts for social media accounts.

Education

2018 Master's Degree - Philosophy (University of Lodz, Poland)
 2015 Bachelor's Degree - Philosophy (University of Lodz, Poland)
 2010 Graduate of bilingual class with French as second language of instruction (XIII Liceum Ogólnokształcące im. M. Piotrowiczowej w Łodzi - XIII Maria Piotrowiczowa High School in Lodz, Poland)

Courses/Certificates

CAT tools Introduction to memoQ 8
SDL Trados Studio 2019 for Translators - Getting Started

Life sciences Pharmaceutical products specialist (Specjalista ds. produktów farmaceutycznych - Europejskie Centrum Edukacyjno-Biznesowe Splendor IQ)

Dietetics Clinical dietetics (Dietetyka kliniczna - Akademia Dietetycznie Poprawni)
Dietetics counselor - level Master (Doradca dietetyczny - poziom Master - Akademia Dietetycznie Poprawni)
Laboratory diagnostics in dietetics (Diagnostyka laboratoryjna w dietetyce - Akademia Dietetycznie Poprawni)

GDPR Practical GDPR online course (Praktyczny kurs RODO online - Standarder)
GDPR - personal data protection (RODO - ochrona danych osobowych - Niepubliczne Centrum Kształcenia Ustawicznego SPD SZKOLENIA)

Other Information

Software LibreOffice
Microsoft Office
MemoQ
SDL Trados

Languages Polish (native)
English
French