



DAWID KOWALSKI

TRANSLATOR/INTERPRETER (PL-ENG)

| [ProZ](#) | [TranslatorsCafe](#) | [LinkedIn](#) |

CONTACT

+48 509 301 677

kowalski.dawid@gmail.com

ul. Kaznowskiego 5/55, 25-636 Kielce, Poland

PROFESSIONAL PROFILE

- A linguist and ESL tutor by education.
- A technical writer by passion.
- 10+ years of experience in public administration / EU tendering procedures.
- 10+ years of experience in the translation/localization/internationalization market.
- 10+ years of experience in ESL teaching.
- Experienced in management.

PROFESSIONAL ACHIEVEMENTS

- 2009 – successful grant acquisition under the Swiss-Polish Cooperation Programme, value: CHF 20,000,000.
- 2011 – successful grant acquisition under the Swiss-Polish Cooperation Programme, value: PLN 160,000.
- 2018 – successful management of the Technology Incubator in Skarżysko-Kamienna, Poland, incl. new business acquisition.
- 2018 – launching own translation agency/on-line ESL centre.
- 2021 – starting an ongoing cooperation with Kielce University of Technology as a translator of scientific articles related to IT, technology, mechanics, civil engineering, published in international scientific journals.

SKILLSTACK

- Translation in English-Polish language pair.
- Technical Writing.
- Adobe Creative Cloud – certified DTP Operator.
- Proficient use of Computer Assisted Translation tools (Trados/Memoq, Phrase, Smartcat).
- GitHub, Jira, Confluence, Visual Studio Code, Slack, Madcap Flare, Microsoft 365.
- Machine Translation Post-Editing.
- Dedication.
- Creative thinking.
- Timeliness.

EDUCATION

Jan Kochanowski University
Kielce, Poland

BA, 2006 – 2009

English Philology, Teaching English as a Second Language.

University College of Social Sciences
Częstochowa, Poland

MA, 2009 – 2011

English Philology, Applied Linguistics.

Jagiellonian University
Kraków, Poland

Postgraduate Studies, 2021 – 2022

English Philology, Theory and Practice of Translation.

Vistula University
Warsaw, Poland

Postgraduate Studies, 2024-ongoing

Technical Communication.

PROFESSIONAL PATH

Advantage - language trainings in Warsaw, Poland

2023 – ongoing

English tutor.

- One-on-one and group on-line English courses for adult professionals at all levels of the Council of Europe's Common European Framework of Reference for Languages.

EnglishCloud in Kielce, Poland

2018 – ongoing

English translator / English tutor / DTP.

- Bi-directional translation in the language pair PL-ENG.
- Redacting and proofreading (quality assurance).
- Specialisations: translating official documentation, agreements, business procedures, financial statements, general translations.

Britenet sp. z o.o. in Warsaw, Poland

2022 – 2023

Tender Reseacher.

Acquisition of public sector clients within the EU administrative bodies, investigating the potential leads to entering tendering procedures in line with the company's professional profile (Britenet is an IT company, one of the largest in Poland), keeping up-to-date with the electronic tender monitors, such as Tenders Electronic Daily, professional communication with Contracting Authorities, gathering business leads.

Investor Service Centre in Skarżysko-Kamienna, Poland

2018 – 2022

Specialist.

- Providing comprehensive services to the business owners operating at the Technology Incubator in Skarżysko-Kamienna.
- General management of the Technology Incubator building with the adjacent plot of land –technical management in cooperation with external contractors.

Świętokrzyskie Voivodeship Office in Kielce, Poland

2009 – 2018

Voivodeship Inspector.

- Project implementation under the Swiss-Polish Cooperation Programme aimed at increasing the quality of services rendered at Social Welfare Homes and Educational Care Facilities in SwietokrzyskieVoivodeship through investment and training measures. Supervision over implementation of projects, promotional activities, study visits.
- Project management under the Block Grant for Non-governmental Organisations and Polish-Swiss Regional Partner Projects aimed to promote social economy among local authorities of the Swietokrzyskie Voivodeship.
- Translating reports and documentation related to the programmes.