

Dominika Horodecka BA, DPSI

Freelance English/Polish translator specialising in legal translation.

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LANGUAGES:

Polish – native

English – fluent

French – fluent

EDUCATION:

DPSI – Diploma in Public Service Interpreting/LAW/Polish

<https://authenticqual.com/v/?aq=f7b23a1b-11fa-4d46-8d98-833d0da6e831>

College of Francisco Ferrer in Brussels, Belgium 09.2010-02.2011

- ERASMUS student exchange, teaching French as a foreign language

University of Zielona Gora, Poland 10.2008-09.2011 French Language, Literature, Translation and Teaching French as a foreign language

- Bachelor's degree

EXPERIENCE:

LEGAL ASSISTANT, *Progressive Solicitors*, Hyde, UK

09.2020-current

- Point of contact between English speaking solicitors and Polish speaking clients;
- Translating formal correspondence between clients and solicitors;
- Translating court documentation;
- Sight translation of documents for the clients during phone conversation from English to Polish;
- Interpreting phone conferences between clients and solicitors;
- Using wide range of specialistic terminology on the daily basis in both languages.

- Writing and translating articles, SEO

SUPERVISOR, *Harvey Leonards Wine&Ale tasters*, Glossop, UK **04.2017-02.2022**

- Providing advice with wine and beer selection
- Managing bar staff as a leader, dealing and resolving customer's complaints and queries

OFFICE ADMINISTRATOR, *Crystal Prospects*, Altrincham, UK **10.2014-03.2017**

- Managing customer database
- Handling post
- Collaborating with other team members as well as working independently
- Managing office paperwork
- Working on CRM system

BARTENDER, *Mort Subite*, Altrincham, UK **05.2014-01.2017**

- Greeting customers, providing advice, taking orders

Short time jobs in Netherlands 07.2013-05.2014

FRENCH MARKET COORDINATOR, *EDP Company*, Zlotniki, Poland **05.2012-06.2013**

- Translating official car catalogues
- Automotive Data gathering
- Maintaining relationships with car dealers on French-speaking markets
- Analyzing French car market
- Collaborating with sales and purchase department

TELEMARKETER, *WG Call Center*, Poznan, Poland **01.2012-05.2012**

- Sales via telephone
- B2B and B2C

INTERPRETER/FREELANCER, *Ankada Hunting Agency and AMM Chase Hunting Agency*, Poland **2009-2011**

- Interpreting during commercial hunts for French speaking hunters
- Translating emails between agency and hunters

SKILLS:

- Driving licence cat. B
- Permission to organize hunts in Poland – Exam passed in Ministry of Environment in Hunting Act, Hunting regulations, Weapons Act and NatureConservation Act,
- Experienced equestrian
- Computer skills (Microsoft Office, Microsoft Windows, Adobe Acrobat, CRM),
- Excellent customer service skills,
- Works efficiently independently and equally as a part of a team