

EDUCATION:

1994 **BA in Art History, Warsaw University, Warsaw, Poland**

RELATED EXPERIENCE:

- 2009–present** **Freelance Polish interpreter, CP Language Institute, NYC**
Specializing in medical and social work assignments. Serving top NYC hospitals and medical centers, including Columbia-Presbyterian Hospital, Weil-Cornell, Sloane Kettering Memorial, NYU Hospital, and many others
- 2008–present** **Freelance translator**
Worked for individual clients and Polish publishing houses. Most recently completed Polish translation of the award-winning books “Food Rules” by Michael Pollan (published in November 2010) and “Better” by Atul Gawande (coming up in January 2011).
- 2007–2010** **Production Artist, The Paley Center for Media (formerly Museum of Radio and Television)**
Responsible for all aspects of production of the Center’s printed materials; produced variety of pieces, including books and catalogs, newsletters, flyers, event invitations, educational handouts, membership materials, ads, street banners, gallery signage and more. In charge of layout, typesetting, scanning and retouching of photos, prepress and printing supervision; closely cooperating with Managing Editor on proofreading, revisions and quality control.
- 1997–1998** **Managing Editor, “WWW Magazine” monthly, Warsaw, Poland**
Responsible for all aspects of cooperation between contributing writers and editorial staff, including commissioning, translating, editing and proofreading articles and planning the content and layout of every 100-page issue. Worked very closely with in-house art/production department on designs, layouts and production.

SKILLS:

- Language skills: fluent spoken/written English and Polish; experienced in onsite interpreting, both consecutive and simultaneous; highly skilled in proofreading and editing in Polish, comfortable with proofreading and QA in other languages . Completed “Bridging the Gap” professional training in medical interpreting (2009).
- Familiar with proofreading/editing marks and QA procedures.
- Software skills: Highly proficient in InDesign CS3/CS4/CS5, including advanced layout skills, typesetting, style sheets and multiple-master documents; advanced working knowledge of Adobe CS3 package (Photoshop, Illustrator, Acrobat Professional); fluency in Quark 6.5; basic (but fast growing!) Knowledge of Dreamweaver, Flash, HTML and web graphics. Working knowledge of MS Office programs (Word, Excel, PowerPoint). Fluent in Silverstripe Web Content Management System.