

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	Michal Cinciala	
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Nationality	Czech	
Date of birth	07/16/1973	
Gender	M	

WORK EXPERIENCE

Dates (from – to)	1997-1998
Name and address of employer	Severomoravská Energetika, a.s., Ostrava, Czech Republic
Type of business or sector	Power distribution
Occupation or position held	Assistant Project Manager, Oracle Financial System Implementation Project
Main activities and responsibilities	Implementation team management, IT administration, translations, interpreting
Dates (from – to)	1998-1999
Name and address of employer	Stelko Ltd. Corporation, Albuquerque, USA, Ostrava liaison office
Type of business or sector	Steel – export CZ -> USA
Occupation or position held	Manager
Main activities and responsibilities	Management of customer accounts, sales, acquisition, office management Translations, interpreting
Dates (from – to)	1999
Name and address of employer	Stelko Ltd. Corporation, Albuquerque, USA, Liaison Office Houston, USA
Type of business or sector	Steel
Occupation or position held	Office manager
Main activities and responsibilities	Management of customer accounts, sales, acquisition, office management Translations, interpreting
Dates (from – to)	1995-1999
Name and address of employer	Part-time freelance translator
Type of business or sector	Translations
Occupation or position held	Translator
Main activities and responsibilities	Translations
Dates (from – to)	2000-2008
Name and address of employer	Full-time freelance translator and interpreter
Type of business or sector	Translations
Occupation or position held	Translator and interpreter
Main activities and responsibilities	Translations, interpreting

EDUCATION AND TRAINING

Dates (from – to)	1988-1992
Title of qualification awarded	
Principal subjects/occupational skills covered	Senior high school
Name and type of organization providing education and training	High school in Jeseník, Czech Republic
Level in national classification (if appropriate)	
Dates (from – to)	1992-1997
Title of qualification awarded	
Principal subjects/occupational skills covered	Mathematic analysis, information technologies
Name and type of organization providing education and training	Palacký University in Olomouc, Czech Republic, Department of Mathematics and Physics
Level in national classification (if appropriate)	Degree in mathematics and IT

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

CZ

OTHER LANGUAGES

	EN	SK	DE	RU	JAP
Reading skills	Excellent	Very good	Excellent	Basic	N/A
Writing skills	Excellent	N/A	Excellent	N/A	N/A
Verbal skills	Excellent	N/A	Excellent	Basic	Intermediate

ORGANIZATIONAL SKILLS AND COMPETENCES

Team management, organization of work

TECHNICAL SKILLS AND COMPETENCES

Special knowledge: technology, IT
General knowledge: other sciences

COMPUTER SKILLS AND COMPETENCES

Word processors (Word, WordPerfect), spreadsheets (Excel), graphic systems (Corel, Adobe), CAT tools (Trados, SDLX, DejaVu, Star Transit, WordFast), web design (FrontPage, DreamWeaver), database systems (Ms Access), programming (C++, VisualBasic), DTP (Quark, PageMaker), Content development, etc.

TRANSLATION RELATED
INFORMATION

Language pairs:	English – Czech, German – Czech, English – Japanese, German – Slovak, English – Slovak (Note: Native Japanese translation service is provided by my wife, who is a native Japanese)
Specialization:	Chemistry, Chem Sci/Eng, Engineering (general), Engineering: Industrial, Internet, e-Commerce, Law: Patents, Trademarks, Copyright, Mechanics / Mech Engineering, Medical: Instruments, Computers (general), Manufacturing
Other areas:	Architecture, Media / Multimedia, Medical: Pharmaceuticals, Medical (general), Metallurgy / Casting, Physics, Science (general), Telecom(munications), Transport / Transportation / Shipping, Automation & Robotics, Environment & Ecology, Energy / Power Generation, Astronomy & Space, Automotive / Cars & Trucks, Aerospace / Aviation / Space, Business/Commerce (general), Computers: Hardware, Computers: Software, Computers: Systems, Networks Construction / Civil Engineering, Electronics / Elect Eng, Genetics
Examples of projects:	
Medicine:	bioMérieux: VIDIA Instrument (75,000 SW) bioMérieux: Vitek 2 Technology (55,000 SW) GE Healthcare: LOGIQ 7/LOGIQ 7 Pro User Guide (15,000 SW) St. Jude Medical: LOGIQ 7/LOGIQ 7 Pro User Guide (20,000 SW) St. Jude Medical: Merlin Tachycardia Devices Context (50,000 SW)
Automotive:	Still Diesel forklift truck (30,000 SW) DAF – WTSI Drive line (20,000 SW) SKF Power Transmission products (15,000 SW) IRISBus documentation (20,000 SW) VALLA Mobile Cranes (30,000 SW) GHH Fashzeuge Dump Truck MK-A 30.1 (27,000 SW)
Aircraft:	Garmin GNS430 Pilot Navigation (60,000 SW) S-TEC System Fifty Five X Autopilot (15,000 SW) Cirrus Multi-Function Display Pilot's Guide (25,000 SW)
IT, electronics:	Panasonic DVD/CD PLAYER DVD-S53 (10,000 SW) Panasonic Personal Computer CF-19 (12,000 SW) JVC COMPACT COMPONENT SYSTEM EX-A3 (17,000 SW) NIKON CoolPix P5000 (27,000 SW) ACSON Air-conditioners (50,000 SW)
Machinery:	DATUM Depaneling System (40,000 SW) John Deere 1410D Forwarder (50,000 SW) HANY Grouting Equipment (25,000 SW) USCAL Welding Machinery (20,000 SW) TURBOSOL Transmat Screed Mixing and Pumping (15,000 SW)
Daily output:	5,500 source words
Payment:	Invoice
Preferred currency:	Euro (€)
Invoice maturity:	30 days (special arrangements for initial orders are required)
Rates:	EN, DE: €0.07 - €0.11 / SW JA: €0.08 - €0.15 / SW