

**KATARZYNA JANKOWSKI, M.A., CT**  
**ATA-CERTIFIED ENGLISH→POLISH TRANSLATOR AND INTERPRETER**

**28 West Lake St. Ste#8**  
**Addison, IL 60101**

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**630 802 9679**  
**630 530 2306 FAX**

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**SUMMARY**

Key services: Interpreting, Translation, Editing, Proofreading, Transcription  
PC/Windows Vista + Laptop/ Windows XP; DSL Internet  
Proficient in TM Tools: SDL Trados Studio 2009

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**ACCREDITATIONS AND CERTIFICATIONS**

American Translators Association – certified in English into Polish  
Bridging the Gap – medical interpreters certification  
Sworn Translator registered with the Ministry of Justice, Poland  
Provisional status toward court interpreter certification through the Wisconsin Court System

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**EDUCATION**

2006 *Roosevelt University, Chicago, IL, Paralegal Studies Program*  
ABA- approved Paralegal Certificate with Honors  
2001 *Roosevelt University, Chicago, IL, Master of Public Administration (MPA)*  
concentration in environmental management  
1996 *Silesian University in Katowice, Poland, Master of Arts (MA) in English Philology*

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**TRANSLATION EXPERIENCE AND SPECIALIZATIONS** (*references available upon request*)

**Legal:** Translation, Editing and Proofreading of legal documents: immigration forms and correspondence; divorce judgments, wills, corporate agreements  
*Other services:* Interpreting during court proceedings and depositions; transcription of recorded statements,  
**Scientific/ Environmental:** Translation, Editing and Proofreading of texts on hazardous waste cleanup, pesticide efficacy testing, EU Directives and papers related to environmental protection; laboratory equipment manuals;  
**General:** Translation, Editing and Proofreading of general texts for translation agencies and direct clients: vital records, personal and corporate correspondence, procedures, articles, public schools/special education student evaluation forms, construction equipment manuals  
(*Addison (IL) School District, Archdiocese of Chicago, Citibank*)  
**Medical:** Translation, Editing and Proofreading of informed consent forms, scientific papers, medical records (*MAYO Clinic, ROCHE*)

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**EMPLOYMENT HISTORY**

2003 - *present* Professional Translation Services, LLC, Freelance Translator and Interpreter  
2006 *Law Offices of Todd Heller & Associates, Northbrook, IL, Paralegal*  
1993 - 2003 *Plant Protection Institute, Sosnicowice, Poland, In-house Translator/ Interpreter*

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**RECENT TRAINING AND EXPERIENCE**

- National Center for Courts Workshop, Las Vegas, NV – April, 2011
- Train-the-trainer Workshop by NAJIT, San Francisco, CA - February, 2011
- ATA Annual Conference, Denver, CO - October 2010
- Science and Technology Seminar, San Antonio, TX – March 2010
- Publication of Polish-English Dictionary Review in ATA's Chronicle – 08/2009

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**OTHER**

- Translator for Polish Consulate in Chicago, IL
- Skilled in legal research on Westlaw and Lexis-Nexis
- Member of ATA, NAJIT, MATI

*Updated April 2011*