



# Europass Curriculum Vitae

## Personal information

Surname(s) / First name(s) **Jarczyk Adam**  
 Address ul. Łapkowskiego 13/6, 41-813 Zabrze (Poland)  
 Telephone(s) +48-32-2723591 Mobile | +48-605-839396  
 Fax(es) +48-32-4446952  
 E-mail(s) ad.artem.musiccae@gmail.com  
 Nationality Polish  
 Date of birth 03/07/1970

**Occupational field** **Technical and IT Language Consultant, Translator & Editor, English>Polish, PL**

## Linguistic experience

Mother tongue(s) **Polish**  
 Other language(s)

Self-assessment  
 European level (\*)

**English**  
**German**  
**Russian**

| Understanding |                  |         |                  | Speaking           |                  |                   |                  | Writing |                  |
|---------------|------------------|---------|------------------|--------------------|------------------|-------------------|------------------|---------|------------------|
| Listening     |                  | Reading |                  | Spoken interaction |                  | Spoken production |                  |         |                  |
| C2            | Proficient user  | C2      | Proficient user  | C2                 | Proficient user  | C2                | Proficient user  | C2      | Proficient user  |
| B2            | Independent user | C1      | Proficient user  | B2                 | Independent user | B1                | Independent User | B1      | Independent User |
| A2            | Basic User       | B1      | Independent User | A2                 | Basic User       | A1                | Basic User       | A1      | Basic User       |

(\*) [Common European Framework of Reference \(CEF\) level](#)

## Education and training

Dates 02/12/2012 →  
 Title of qualification awarded SDL Certified Translator  
 Principal subjects / occupational skills covered Trados Studio 2011 full training on all three levels  
 Trados Multiterm usage for Project Managers & for Translators  
 Name and type of organisation providing education and training Trados SDL (Software Training)  
 (U.S.A.)  
 Level in national or international classification Trados Certified Level 1,2 and 3, Trados Multiterm for Translators & Project Managers

Dates 01/09/1996 - 30/06/1999  
 Principal subjects covered Sc.D. studies, Electronics  
 Name and type of organisation providing education and training Silesian Technical University  
 Gliwice (Poland)

Dates 01/09/1989 - 10/03/1995  
 Title of qualification awarded Magister inżynier  
 Principal subjects covered Electronics and Telecommunications, specialty field: Electronic Systems  
 Name and type of organisation providing education and training Faculty of Automatics, Electronics and Computer Science, Silesian Technical University  
 Gliwice (Poland)  
 Level in nat. or internat. classification Master Studies

## Work experience

|                                      |   |
|--------------------------------------|---|
| Dates                                | 01/09/1996 →  |
| Occupation or position held          | Freelance translator, self-employed   |
| Main work fields covered             | Translations, (copy)editing, proofreading, terminology research, glossaries, preparation for print, etc.  |
| Name and address of employer         | Adam Jarczyk, ul. Łapkowskiego 13/6, 41-813 Zabrze (Poland)   |
| Dates                                | 03/09/2007 - 12/03/2009   |
| Occupation or position held          | Graphical director for edition preparation  |
| Main activities and responsibilities | Preparing music/text files for print, compiling, format changes, Finale music editing, book cover, etc.   |
| Name and address of employer         | Verein zur Förderung von kultureller nationenübergreifender Projektarbeit<br>Quellenstr. 18/38, 1100 Vienna (Austria)   |
| Type of business or sector           | As a self-employed expert   |
| Dates                                | 01/03/2000 - 30/09/2002   |
| Occupation or position held          | Systems Administrator   |
| Main activities and responsibilities | System administration tasks at Computer Center of Silesian Technical University   |
| Name and address of employer         | Silesian Technical University<br>Gliwice (Poland)   |
| Type of business or sector           | Education & IT  |
| Dates                                | 01/01/2000 →  |
| Occupation or position held          | Expert translator and technical advisor   |
| Main activities and responsibilities | Translations and interpretation as required, music publishing, preparation of multinational meetings, advising in technical matters, buying decisions, and more |
| Name and address of employer         | Verein zur Förderung von kultureller nationenübergreifender Projektarbeit<br>Quellenstr. 18/38, 1100 Vienna (Austria)   |
| Type of business or sector           | As self-employed freelance expert in cooperation with Austrian association  |
| Dates                                | 01/02/1996 - 30/09/2000   |
| Occupation or position held          | Teaching assistant  |
| Main activities and responsibilities | Teaching courses, assistance of professors/lectors, ..., lab exercises, examinations, ...   |
| Name and address of employer         | Silesian Technical University<br>Gliwice (Poland)   |
| Type of business or sector           | Education   |
| Dates                                | 01/12/1994 - 31/01/1996   |
| Occupation or position held          | Design engineer   |
| Main activities and responsibilities | Designing railroad appliances   |
| Name and address of employer         | ABB Zwus Signal Sp. z o.o.<br>Katowice (Poland)   |
| Type of business or sector           | Transportation and storage  |

## Further competences

Software:  
Windows (XP, 2000 Server, Server 2003, managing Active Directory and other services), Linux (Debian, SUSE), Microsoft Office (97, 2003, 2007), Finale 2012, HTML, networking software, TRADOS 2009 and 2011 (SDL certified), memoQ, OmegaT, Across

Hardware: Computer networks, assembling and troubleshooting PCs

Electronics degree with speciality in telecommunications with high understanding of technical and machinery processes; excellent competence in Systems Administration (University level)

## Additional information

References and reference statements can be provided upon request as can be sample translations and copies of certifications