



# KATARZYNA ANTCAK

Interpreter & Translator

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Warsaw

## EDUCATION

### Postgraduate studies

in specialized translation: audiovisual studies

**SWPS University**

2021 – 2022

### MA in English Philology

**University of Warsaw**

2018 – 2020

### BA in English Philology

**University of Warsaw**

2015 – 2018

## LANGUAGE

Polish – native

English – advanced

German – basic

## HARD SKILLS

Knowledge of MS Office

Knowledge of CAT tools

## Summary

I am a graduate of English Philology at the University of Warsaw. I am currently working as an English interpreter/translator at the Embassy of the Republic of India in Warsaw. In my current job, I use English on a daily basis and I am constantly improving my translation skills. I would like to develop further in this direction. What sets me apart is my dutifulness and attention to detail.

## Experience

### 06.2022 – Present Embassy of the Republic of India | Warsaw Interpreter & Translator/Education Officer

Responsibilities:

- Translation of newspaper articles, letters, emails, documents;
- Interpreting business, courtesy and other meetings
- Reviewing press releases and translating information on major world and national events for the Ambassador
- Making reports in English on important current events, such as the US President's visit to Poland
- Interpreting on stage when the Embassy organises cultural events;
- In case of the Ambassador's assistant's unavailability – dealing with the calendar, making and confirming appointments
- Dealing with other administrative and office tasks, sending emails, making phone calls
- Dealing with the affairs of grantees who go to India under the ICCR programme, keeping in touch, keeping informed of changes and progress, reviewing applications
- Dealing with cases of employees of government organisations who go to India under the ITEC programme, maintaining contact, communicating changes and progress, reviewing applications

### 03.2021 – 05.2022 Embassy of the Republic of India | Warsaw Commerce Officer

Responsibilities:

- Maintaining email contact with Indian business owners who would like to introduce their product to Poland or establish cooperation with Polish companies
- Creating databases of Polish companies that specialise in a particular product/field
- Checking the credibility of Polish companies in the National Court Register (KRS) and making reports
- Checking the credibility of emails with job offers sent to Indian citizens
- Making reports with data on export and import of products in Poland and India in a given month
- Translation of emails and documents
- Other administrative and clerical tasks like sending emails and making phone calls

## SOFT SKILLS

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Working as part of a team

Working under time pressure

Working independently

Ability to learn quickly

Flexibility

## HOBBIES

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Travelling

Audiovisual translation

Polish and world events

Reading (biographies)

Sport (zumba, pilates, TBC)

Beauty industry

## Experience

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○ 12.2020 – 02.2021

VITKAC I Warsaw

### Customer Advisor

My responsibilities included serving the affluent customer, operating the cash register, operating the payment terminal and clearing cash payments, dealing with deliveries and keeping the workplace tidy as well as maintaining the appearance of the display.

○ 05.2019 – 09.2020

H&M I Warsaw

### Sales advisor

My responsibilities included working on the cash register, keeping the workstation tidy and maintaining the appearance of the display, customer service, operating the payment terminal and clearing cash payments, processing returns, dealing with deliveries and issuing VAT invoices.