

First Name Milada  
 Surname Cogginsová Zajíčková  
 Job title Freelance linguist  
 Trading name Absolute Czech Translations (Est. 2001)  
 Address 60 Nobles Close, Grove, Wantage,  
 Oxfordshire, OX12 0NR, UK  
 Tel./Fax. +44 (0)1235 770 427  
 Mobile: +44 (0)7789 060 482  
 Faxmodem +44 (0)709 2274 224  
 Email [Milada@AbsoluteCzechTranslations.co.uk](mailto:Milada@AbsoluteCzechTranslations.co.uk)  
 URL [www.AbsoluteCzechTranslations.co.uk](http://www.AbsoluteCzechTranslations.co.uk)  
 Country of origin Czech Republic  
 Nationality Czech  
 Resident in UK since 1997  
 Mother Tongue Czech  
 Passive language Slovak



#### LANGUAGE SKILLS:

**Czech** – Mother tongue

**English** – Language of habitual use

**Slovak** – Passive language (Interpreting between Slovak and English speakers)

#### PROFESSIONAL SKILLS:

##### **Translation from English into Czech and from Czech into English.**

Professional translator with previous work experience as a legal secretary qualification as a Para-legal.

Specialisation and subjects of previous experience: **Legal, business, company training materials, market research, medical research, technical documents, certified translations of official documents, marketing, websites, scripts and narratives, TV program descriptions** – translating Discovery and National Geographic TV guide every month since 2007.

Working with translation memory tools Trados and SDLX  
 Membership of the Institute of Translation and Interpreting  
 Professional indemnity insurance

##### **Proofreading, extracting, checking of subtitles**

##### **Website localisation and writing website content in both Czech and English**

Translated and also wrote content of several websites. Have good knowledge of e-marketing, search engine optimisation and the best use of keywords in website content

##### **Copywriting in both Czech and English**

Writing content of brochures, leaflets, advertising slogans, business correspondence, email newsletters, articles for newspapers and also training course materials

##### **Neuro-Linguistic Programming**

For a translator, knowledge of NLP has several benefits including: **improved communication at all levels - better awareness of the audience that will read the written material**; when interpreting **improved listening skills and better focus on the goals both parties are trying to achieve.**

Good communication and asking the right questions **helps the client to focus on what they would like to say.** This is especially useful for copywriting and creating website content when she needs **to find out exactly what type of products or services the client wants to offer.**

##### **Voice-over recordings**

Experience of studio recording. Recorded voices of characters in corporate training videos. Have own home facilities to record high quality voice recordings with assistance from BBC trained sound engineer.

In 2007 attended a voice-over training by Daniel Pagon. Maintain good pronunciation, accurate reading and voice projection by regular reading aloud and also singing vocal workouts.

Able to demonstrate a variety of voices. On request can record a short sample of the script and send an MP3 file to the client.

Interpreting English – Czech / Slovak

**Consecutive interpreting at face to face meetings or interpreting over the telephone** Since 2001 provided interpreting to various types of clients on a wide range of topics, for example:

- Business negotiations between manufacturers and importers discussing the conditions of exclusive representation (both at face to face meetings and over the telephone)
- Negotiation of potential cooperation of Czech coaching business with UK training organisations and academic institutions
- Staff training courses; Health and safety training at construction sites
- Interpreting for solicitors, barristers and their Czech or Slovak speaking clients
- Interpreting for film editor, music composer and film director at a film post production studio
- Telephone interpreting for Peugeot helpdesk (3 years) – technical problem solving
- **Public service interpreting** for the courts, police, government organisations and healthcare providers. **DPSI** qualified interpreter; since 2001 have done over 1500 hours of public service interpreting.

**Simultaneous interpreting**

Experience of simultaneous interpreting using an audio sound booth (Crash course in conference interpreting at the University of Leeds; 2008)

**Transcription of audio recordings**

- Mainly police interviews (Accurate audio-typing skills)

## COMPUTER SKILLS:

- **MS Office** (Word, Excel, Internet, Email, Outlook); Electronic dictionaries
- Editing website contents in **MS Expression Web**
- Contact manager: ACT! SAGE
- Translation memory tools: **SDLX** and **Trados**

## ADDITIONAL SKILLS AND ABILITIES:

- Clean driving licence and own car

## EDUCATION AND TRAINING:

- **Neuro-Linguistic Programming** courses at New Oceans, Hertfordshire 2009-2011  
INLPTA Certified Master Practitioner of the Art and Science of Neuro Linguistic Programming
- Business Link workshops on **writing website content** and website **optimisation, editing websites, marketing techniques, creating email newsletters, copywriting, market research**, (on-going training since September 2007)
- Simultaneous **conference interpreting** Crash course, University of Leeds; Feb 08
- **Voice-over training** by Daniel Pagon, Actors World Production Ltd; 2007
- **SDL TRADOS Translator's Workbench** - Two day in-house training course at SDL International in Maidenhead – Getting started, Intermediate, Nov 2006
- **Teaching Adult Learners Certificate** Level II (City & Guilds - Oxford, 2004)
- **Diploma in Public Service Interpreting: Law** (IoL 2002) **DPSI**
- **Diploma in Translation** - Part I and II (IoL Sep 2001) **DipTrans**
- **Distinction in Para-legal Training** - Vocational Legal Studies Level II  
Modules: **The Legal Environment, General Legal Principles, Retail & Consumer Matters, European Law** (Institute of Legal Executives, 1999)
- A-level courses: **English Language and Literature, History, Business Studies, Sociology** (The Henley College 1998 - 2000)
- **Proficiency in Cambridge English** (University of Cambridge 1998)
- **English for Business and Tourism** – Level II (LCCIEB 1998)
- **First certificate and Advanced Cambridge English** (1997)
- **Hotel Management School** Final exams in Czech, Russian, German, Economics and Accountancy, Catering (Czech Republic 1989 - 93)

## PREVIOUS EMPLOYMENT:

- **Legal secretary** – Employment law, Manches Solicitors LLP; Oxford 2003 - 2004
- **Correspondence executive** – Customer services department at global investment management company Invesco Perpetual; Henley on Thames 2002 - 2003
- **Legal secretary** – Probate and tax planning department, Mercers Solicitors, Henley-on-Thames 2001 - 2002
- Admin assistant – Road haulage company, Czech Republic 1996
- Various work in the catering and hotel industry in the Czech Republic, UK and Austria

## INTERESTS:

Film, TV programmes, Books, Music

Living in the UK permanently but still keeping in touch with the current affairs and happenings in the Czech Republic with frequent travel, reading Czech books and watching **Czech TV channels**. This helps to observe how the modern Czech language is developing. For example what new expressions have been adopted from foreign languages - very often from English. Comparing British or other **foreign films** both in English and Czech helps in thinking about **translation of dialogues for dubbing**. Simultaneous interpreting practice is provided by interpreting narratives of documentary programmes, film dialogues or TV news to the English members of my family.