

Milada Cogginsová Zajíčková
freelance translator and interpreter specialising in
Czech, Slovak and English

**Full Member of the Institute of Translation
and Interpreting (MITI No: 5559)**

**Member of the National Register of Public
Service Interpreters (NRPSI No: 13828)**



Focus on Quality Management

It is a well known fact that for customers who commission translation or interpreting services the **guarantee of a good standard of the quality of work** is high on the list of priorities when choosing a supplier, whether it is an agency or a freelance linguist.

The quality of my translation and interpreting work is supported by:

- Thorough knowledge of the source and target languages
- I arrange that all my translations into English are proofread by an English native speaker
- Practical work experience and knowledge of legal and business practice
- Specialised subject knowledge
- Officially recognised qualifications
- Use of up to date computer software including **SDLX** and **Trados** translation memory tools
- Membership of professional organisations
- Accountability - Professional indemnity insurance

Thorough knowledge of the source and target languages

Czech is my mother tongue. I maintain my contemporary Czech by reading Czech literature, magazines and internet articles. I keep up to date with Czech current affairs by often watching Czech satellite TV channels and by making regular visits to the Czech Republic.

English has been my language of habitual use since I moved to the UK in 1997. I have gained a very good knowledge of the English language and also an inside understanding of the British culture, lifestyle and humour through day-to-day living, studying and working in the UK.

Slovak is my passive language. Thanks to the fact that I grew up in the former Czechoslovakia and was exposed to spoken Slovak, I am able to understand Slovak as well as I understand Czech, which is my mother tongue. Nevertheless, I only offer **translation from Slovak into English**, not vice-versa. Because Czech and Slovak are very similar, it is common practice to use a Czech interpreter to interpret for Slovak native speakers. I have been **interpreting for Slovak clients** over the past 5 years.

Proofreading of translations by an English native speaker

I have all my translations into English proofread by an English native speaker before submitting them to the client. My proof-reader checks the text for typographical accuracy, correct English grammar, good readability and in technical texts the accuracy of contents such as readings of numerical values and expressions (e.g. formulae, equations). **All that at no additional cost to the client!**

Practical work experience and knowledge of legal and business practice

I **worked as a legal secretary** at two UK-based law firms: Manches Solicitors in Oxford – department of employment law and Mercers Solicitors in Henley-on-Thames – Private client department, which was dealing with wills, probate and tax planning advice. Thanks to my legal secretarial work I feel absolutely confident translating legal and official documents both from English into Czech and from Czech into English.

Besides legal secretarial work I worked for the customer services department of the global investment management company Invesco Perpetual in the UK.

My employment gave me valuable experience of business practice.

Specialised subject knowledge

I have previous experience translating and interpreting the following topics:

Law: Legal documents and correspondence, Contracts, Terms and Conditions, Court orders, Penalty notices, Extracts from the Register of Companies, etc.

Business: Business contracts and correspondence, Finance, Insurance, Accountancy, Marketing, Website localisation, Market research, etc.

Health: Medical reports, Interpreting for the NHS, Pharmaceutical research

Public service: Official documents and correspondence, interpreting for Czech and Slovak clients at police interviews, court hearings, dealings with government authorities, etc.

Technical: Product user manuals, Manufacturing procedures, Automotive problem solving, Power and use of energy assessment reports, Welding, IT – software and hardware equipment specifications, Data sheets for chemical products, etc.

Media: Film post-production, Program TV guides – highlights and program synopsis, voice-over narratives, corporate training courses, corporate interviews, etc.

Because I take pride in the quality of my work, before I undertake any new project I like to see the text that needs to be translated and if I genuinely feel that I would not be able to do it justice or if the deadline is too tight I decline to take the work on.

Officially recognised qualifications

- Diploma in Public Service Interpreting – Law (Czech),
- Diploma in Translation (Part 1 & 2),
- Paralegal training - Vocational Legal Studies Certificate Level II,
- Two day in-house training course for the use of Trados Translator's Workbench
- A-level courses and exams taken in the UK and also in the Czech Republic, etc.
- Proficiency in Cambridge English; English for business and tourism
(please see my C.V. for further details)

In accordance with the **National Agreement on the Use of Interpreters** issued by the **Criminal Justice System** in August 2008 my **Diploma in Public Service Interpreting** qualification, together with my membership on the **National Register of Public Service Interpreters** entitles me to provide translation and interpreting for the British government organisations such as police authorities, courts of justice, etc..

Use of up to date computer software including SDLX and Trados translation memory tools

- Microsoft proofing tools for Czech spell checker
- Range of electronic dictionaries
- Internet broadband used for researching specialised terminology and references of events, etc.
- Use of **SDLX** and **Trados** translation memory tools. This helps me **to ensure consistency of terminology and also speeds up my work considerably** when working on texts with frequent repetitions!

Memberships of professional organisations

I obtained the status of **Associate Member Translator** of the **Institute of Translation and Interpreting** (AITI) in 2002 and status of **Full Member Interpreter** of the Institute of Translation and Interpreting (MITI) in 2006. My membership number is 5559. I adhere to the **ITI's Code of Professional Conduct**.

My membership on the National Register of Public Service Interpreters of the Institute of Linguists initially commenced in 2002, then was suspended during my maternity leave and recently reinstated as **Interim Membership on the National Register of Public Service Interpreters**; my membership

number is 13828. I have over 450 hours experience of public service interpreting (both telephone and at face-to-face meetings).

I can provide a copy of my **Enhanced Disclosure from the Criminal Records Bureau** on request.

Professional indemnity insurance

I have a professional indemnity insurance policy for £100,000 through the Institute of Translation and Interpreting and am **fully accountable for the quality of my work** and adhering to agreed deadlines. I am pleased to say that since I started providing translation and interpreting services on a freelance basis in 2001 I never had a claim made against my professional indemnity insurance. If you require references from my existing clients who used my services in the past, please let me know.

My usual office hours when you can contact me on my telephone number **01235 770 427** are: Monday and Wednesday 9:30 – 4:30, Tuesday, Thursday and Friday 9:30 – 2:30.

I look forward to hearing from you soon and working with you in the future.

Best regards

Milada

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