

First name: **Milada**
 Surname: **Cogginsová Zajíčková**
 Job title: Cech freelance linguist
 Trading name: Absolute Czech Translations
 (Established in 2001)
 Address: **60 Nobles Close, Grove, Wantage,
 Oxfordshire, OX12 0NR, UK**
 Tel: +44 (0)1235 770 427
 Mobile: +44 (0)7789 060 482
 Email: milada.cz@absoluteczechtranslations.co.uk
 Web site: www.absoluteczechtranslations.co.uk
 Professional membership: **Institute of Translation and Interpreting MITI**
 Qualified Member Translator/Interpreter
National Register of Public Service Interpreters NRPSI– Interim membership
 Country of origin: Czech Republic (Former Czechoslovakia)
 Nationality: Czech
 Resident in the UK: Since 1997



Milada was born in 1975 and grew up in the **former Czechoslovakia**. After completing her **secondary hotel management school** in 1993 she worked in various occupations in restaurants, a sweet shop and a haulage company. She also studied English and German. In 1997 Milada moved to the UK to study English and **achieved various qualifications**. In **2001 she set up her own business** as a freelance translator and interpreter t/a **Absolute Czech Translations**. Her clients are private individuals, commercial firms, public service organisations and translation agencies. She also **worked for two English law firms** as a legal secretary. Milada is a **film and theatre enthusiast** and **studied creative writing for performance at Ruskin College in Oxford**. Her hobbies are **music, film, theatre and creative writing**.

LANGUAGE SKILLS

Mother tongue: **Czech** (native speaker)
 Habitual use: **English** (understanding of the English culture; extensive vocabulary)
 Passive language: **Slovak** (excellent understanding of spoken and written Slovak)

PROFESSIONAL SKILLS

- **Translation** from English into Czech; Czech into English; Slovak into English
- **Proofreading** of translations (English into Czech and Czech into English)
- Translating and checking **sub-titles**
- **Web site localisation, SEO and writing web site content** in Czech and English
- **Copywriting** in Czech and English
- **Voice-Over recordings**
- **Consecutive Interpreting** Czech – English; Slovak – English (Ad-hoc, telephone, Skype)
- **Simultaneous Conference Interpreting** from English into Czech and Czech into English
- **Transcription of audio recordings** (fast and accurate audio-typing)
- **Creative writing** (short stories, stage plays, radio plays, film scripts, adaptations, poetry, song lyrics)

IT AND SOFTWARE EQUIPMENT:

- **SDL Trados Studio 2019** translation memory software
- User of **SDL Premium Technical Support**
- **MICROSOFT Windows 10 and Office 365**
- **Final draft** (script writing software)



OTHER

- Clean driving licence and own car

WORK EXPERIENCE

- **Freelance linguist t/a Absolute Czech Translations since 2001**
- **Legal secretary – employment law**, Manches Solicitors LLP: Oxford 2003/4
- Admin assistant – **customer services department at global investment management company** Invesco Perpetual, Henley on Thames 2002/3
- **Legal secretary – probate and tax planning**, Mercers Solicitors, Henley-on-Thames 2001/2
- Administrative assistant – **Road haulage company**, Czech Republic 1996
- Various work in the **catering and hotel industry** in the Czech Republic, UK and Austria

INTERESTS

Music, Film, TV programmes, Theatre, Creative writing, Songwriting

EDUCATION, QUALIFICATIONS, CPD COURSES

| Course / Qualification / CPD workshop | Level | School/Accreditation | Month/Year |
|---|---|--|-------------------|
| Introduction to subtitling | 1-day workshop | University of Westminster | Nov. 2016 |
| Creative writing for performance (film scripts, stage plays, radio plays, dramatic monologues, comedy, poetry, adaptations, copyright law) | Certificate of higher education (Merit) | Ruskin College, Oxford The Open University | 2013 - 2016 |
| SDL Trados Studio 2015 | Advanced 1-day c. | Lingvajet / SDL | Dec. 2015 |
| SDL Trados Studio 2014 | Intermediate 1-day c. | Lingvajet / SDL | Feb. 2015 |
| Singer's workshop; Composition vocal; Learn to sing the Bel Canto; Scriptwriting | Evening courses 10 weeks each | Oxford University Continuing Education | 2012-2013 |
| Neurolinguistic Programming | Master practitioner | New Oceans / INLPTA | 2009 - 2011 |
| Simultaneous conference interpreting | 2-day crash course | University of Leeds | Feb 2008 |
| Voice-over training by Daniel Pagon | 1-day course | Actor's World Production/ITI | March 2007 |
| SDL Trados Translator's Workbench | Intermediate | SDL Slough | Nov. 2006 |
| Teaching Adult Learners Certificate | Stage I. | Cherwell Coll. Oxford C&G | 2003 - 2004 |
| Diploma in Public Service Interpreting – Law Eng/Cze | DPSI is equivalent to 1 st Degree VQ level 6 | Institute of Linguists (IoL) OFQUAL | July 2002 |
| Diploma in Translation Eng/Cze | DipTrans Part I and II | Institute of Linguists (IoL) | Sept. 2001 |
| Para-legal Training – Modules: The Legal Environment, General Legal Principles, Retail & Consumer Matters, European Law | Vocational legal studies - level II (Distinction) | Institute of Legal Executives | June 1999 |
| English Language and Literature, History, Sociology, Business Studies | A-levels | Henley College / AQA | 1998 - 2000 |
| Proficiency in Cambridge English | English as foreign lang. | Univ. of Cambridge | June 1999 |
| English for business and tourism | Level II. | Henley College / LCCIEB | 1997 - 1998 |
| First certificate in English; Advanced Cambridge English | English as foreign lang. | University of Cambridge, International examinations | 1997 |
| English as foreign language | 1-year lang. school | Corfix, Brno, CR | 1995 - 1996 |
| Czech language and literature, Russian, German, Economics and Accountancy, Catering and hotel management | 4-years full time secondary education completed by A-levels | Hotel Management School, Velké Meziříčí, CR | 1989 - 1993 |

SUBJECTS OF KNOWLEDGE AND EXPERIENCE**Types of documents and texts translated in the past**

- Business contracts, Terms and conditions, documentation related to accounting and tax
- Education qualifications certificates
- Legal documents, correspondence, court decisions, crime investigation - expert witness reports (pathology, paediatrics, psychology, surgery, technology, etc.)
- Market research questionnaires, online surveys
- Official and legal documents (registered translator with the Czech Consulate in London)
- Training courses, tutorials
- TV programme synopsis and highlights (Discovery and ID Xtra, previously also National Geographics on a monthly basis since 1997), voice-over scripts and narratives
- User guides and products descriptions, data sheets, packaging labels, technical manuals
- Websites and marketing materials

Work experience at English law firms. Familiar with the areas of law: family, employment, criminal, contract, intellectual property, probate, traffic.

Subjects

| | | |
|--------------------------|------------------------|-------------------------|
| Aerospace | Electronics | IT |
| Advertising | Emissions trading | Law |
| Agriculture | Engineering | Manufacturing |
| Animal feeds | Environment | Marketing |
| Art | Film production | Market research |
| Automotive | Financial | Medicine/pharmaceutical |
| Business | Food and drink | Power engineering |
| Clothes and shoes retail | Government / EU | Social care |
| Construction industry | Health and Safety | Software |
| Cosmetics | Health care, dentistry | Technical |
| Cleaning products | Insurance | Telecoms |
| Education and training | Interior design | Transport |

INTERPRETING

Consecutive Interpreting Czech – English; Slovak – English

- At face to face meetings, training sessions, during court hearings or police interviews
- Over the telephone and Skype

Simultaneous Interpreting from English into Czech and from Czech into English

- **Experience of simultaneous interpreting in conference settings** using an audio sound booth, attended a crash course in conference interpreting at the University of Leeds in 2008.
- **Via internet platforms** (presentations, training courses, select group meetings)
- Extensive knowledge of vocabulary on many subjects in English and Czech and ability to interpret simultaneously to a very good standard.
- **Simultaneous whispered interpreting** during court hearings and business meetings.
- Simultaneous interpreting of **press interviews with sportsmen during press conferences**

Examples of previous types of clients and topics of interpreting

- Public service organisations in the UK (Courts, Police, HM Prison Service, Inland Revenue, Benefits Office, Housing Associations, Social services, Education authorities, etc.)
- Health care providers (GP surgeries, hospitals, dentists, maternity units, consultants)
- Interpreting for solicitors, barristers and their Czech or Slovak speaking clients
DPSI - Law qualified interpreter and since 2001 have done over 1500 hours of public service interpreting for Language Line. Knowledge of the English legal system.
- Government officials (Interpreting for Czech senators during their 3-day visit in the UK (meetings in the House of Lords, Ministry of Transport, DEFRA and the Royal Agricultural College in Cirencester)
- Business negotiations between manufacturers and importers discussing the terms and conditions of business representation and dealership of products (at face to face meetings and over the telephone)
- Negotiation between a Czech manufacturer and UK energy supplier regarding supplies of containers and packaging for storage and transport of dangerous substances
- Negotiation of potential co-operation of a Czech training business with UK training org. and universities
- Staff training courses including health and safety training at construction sites
- Interpreting for a film editor, music composer and film director at a film post production
- Telephone interpreting for Peugeot helpdesk (3 years) technical problem solving

Translating, proofreading and checking of subtitles, film narratives and scripts

Translated subtitles for TV documentary programs, narratives of animated films, checked subtitles for the feature film "The Prince of Persia", translated and proofread scripts and narratives of corporate training videos and online tutorials for voiceover recordings.

Researching, extracting information and writing summaries

Summaries, extracts and translations of the key points from lengthy documents

Example: Extracts from reports regarding safe running of a nuclear power plant in Slovakia

Web site localisation and writing web site content in Czech and English

Translated and written the content for several web sites. Good knowledge of online marketing, search engine optimisation and the best use of keywords within the web site content.

Copywriting in Czech and English

Brochures, leaflets, advertising slogans, business correspondence, email newsletters, articles for newspapers and also training course materials in both Czech and English.

Voice-over recordings – in Czech and in English with a typical East-European accent

Experience of performing voice-over recordings in professional recording studios. Recorded **voices of characters on corporate training videos, software instructions, toys adverts.**

Able to demonstrate good pronunciation, accurate reading and voice projection in a variety of voices. Able to provide short recording samples of scripts for your new projects.

Transcription of audio recordings

Police interviews, Business meetings, Corporate films, YouTube tutorials, Documentary films