

CURRICULUM VITAE  
*Klára Kramolisova*

**Personal profile**

**Place of residence:** Mexico

**Telephone/ Email:** 52 1 5525137 [klarakramolisova@gmail.com](mailto:klarakramolisova@gmail.com)

**Full time freelance Spanish - English - Slovak - Czech translator**

A quick learner, who can absorb new ideas and communicate clearly in a multicultural environment and with people from all social and professional backgrounds. Able to provide accurate and punctual work.

- Working for agencies and direct clients
- Reverse translation
- Collaboration with Czech embassy in Mexico
- Conducting face-to-face, consecutive and telephone interpreting

**Five years of translation experience in the following areas:**

Medical (Detailed Medical Reports, Discharge Reports, Case Reports - surgery)

EU Institutions

EU SED forms

Business

Social Welfare (decisions, benefits, EU Institutions)

Legal (divorce, criminal, court decisions, communication, minutes)

Website localization

Social media, blog localization

Personal documents (marriage, birth and death certificates, diplomas, passports, contracts, vocational certificates, educational reports, curricula, etc.)

Volunteering for international organisations

**Professional background**

00/10 - present **Full time freelancer**

09/11 - present **English and Spanish teacher**

06/07 - 06/09 **ACS Inc Barcelona, Spain, Accounts Payable, Senior Analyst**

10/06 - 05/07 **SHArchitects, Prague, Office manager, Interpreter, Translator**

08/05 - 09/06 **Datac Control International Ltd., Dublin, Ireland, Office Manager**

08/04 - 09/06 **Word Perfect Translation Ltd., Dublin, Ireland, Translator, Interpreter**

**Languages:**

**Czech** native

**Slovak** fluent

**English** fluent

**Spanish** fluent

**Polish** communication level

**Software:**

MS Office, SAP, Corel Draw, Internet, Cubase, Trados Studio 2011, Wordfast Anywhere, Internet proficiency

**Education**

Business Academy

Prague

1999-2003

**References:** Available upon request