

Ewa Dacko

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Education

2005–2006	Postgraduate Professional Studies in Translation, Institute of English Philology, Wrocław University, Wrocław, PL <ul style="list-style-type: none"> one-year studies in technical, legal and economical translation
2003–2004	Die Sprachwerkstatt Paderborn, Paderborn, NRW, DE <ul style="list-style-type: none"> German language course <i>Deutsch als Fremdsprache</i> (upper intermediate and advanced levels)
1992–1998	Wrocław University of Technology (Politechnika Wroclawska), Wrocław, PL, Faculty of Computer Science and Management <ul style="list-style-type: none"> field of study: Management and Marketing full-time student received an MSc Eng in Business Management
1994–1995	Business School, University of Greenwich, London, UK <ul style="list-style-type: none"> field of study: International Marketing one-year studies (Tempus Programme grant)
1988–1992	High School No 2 (II Liceum Ogólnokształcące), Wrocław, PL <ul style="list-style-type: none"> high school diploma (matura)

Work experience

2004	The Nemerle Project technical writer <ul style="list-style-type: none"> preparation of technical documentation translations into Polish and English
since 01.2004	free-lance translator & proofreader <ul style="list-style-type: none"> translation and localisation services, specialisation: economics, marketing, IT proofreading and editing (continuation of work carried out previously in <i>Studio Spacja</i>)
11.2001–04.2003	InsERT Sp. z o.o. – business software producer, Wrocław, PL marketing & PR specialist <ul style="list-style-type: none"> development and implementation of marketing plans development and monitoring of advertising campaigns market monitoring and analysis creation of informational and promotional materials public relations graphic design (promotional materials, press advertising, print media) development of corporate website co-organization of promotion events (presentations, trainings, tradeshow etc.) co-operation with mass-media, advertising agencies and other companies
04–11.2001	InsERT.net – Internet Service Provider, Wrocław, PL sales & marketing specialist <ul style="list-style-type: none"> development and implementation of marketing plans market monitoring and analysis development of corporate website co-operation with customers and other companies maintenance of customer relationship database preparation of offers and customer agreements

1999–2004	<p>Studio Spacja – Advertising Agency, Wrocław, PL self-employed</p> <ul style="list-style-type: none"> marketing and advertising services (DTP, computer graphics, photography, web design, design of advertisements for print media and posters for outdoor advertising) translations from English (economics, marketing, IT)
01.1999–05.2000	<p>AMICAR – Authorised Fiat Dealer and Service, Wrocław, PL marketing specialist</p> <ul style="list-style-type: none"> development and implementation of marketing strategy and marketing plans planning and controlling of the marketing expenses creation and development of website graphic design (press advertisement, informational materials, print media, posters for outdoor advertising) co-organization of promotional events (presentations, trainings, tradeshowes etc.) co-operation with mass media and other companies maintenance of the customer database preparation of sales offers
since 1993	<p>various companies student employment, placements, contracts</p> <ul style="list-style-type: none"> translations from English office jobs, typing services preparation of posters for outdoor advertising
since 1994	<p>Scouting Sailing Club (Harcerski Ośrodek Wodny) Stanica, Wrocław, PL non-profit work in The Polish Scouting and Guiding Association (Związek Harcerstwa Polskiego)</p> <ul style="list-style-type: none"> organisation of training and recreation events instructor during summer camps and sailing courses

Qualifications & skills

Computer skills	<ul style="list-style-type: none"> MS Windows & MS Office (Word, Excel, PowerPoint, Access, LaTeX) CAT tools (Trados, Logoport, SDLX, Microsoft Localization Studio, Qt Linguist, Alchemy Catalyst, Passolo) graphic tools (CorelDRAW, Adobe Photoshop, Macromedia Fireworks) web design (HTML, Javascript, CSS) very good knowledge of the Internet and Internet tools basic programming (Pascal, Clipper, Perl) basic knowledge of hardware problems
Languages	<ul style="list-style-type: none"> Polish - native English - proficient (CPE) German - very good (TestDaF) Russian - basics
Clean driving licence	since 1992

Hobbies

- sailing (ranks of yacht helmsman, motor boat helmsman, junior sailing instructor, practice in inshore as well as sea sailing and races)
- literature (especially s-f and fantasy)
- handcrafts, photography (<http://ladnerzeczy.net>)
- skiing, biking, bridge