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DARIUSZ ORESTES ROSOWICZ

English - Polish Interpreter/Translator

EDUCATION

THE UNIVERSITY OF FINANCE AND MANAGEMENT

Bialystok, Podlasie

*Master's Degree English
Philology - English Interpreting
Specialisation (May 2012)*

THE UNIVERSITY OF BIALYSTOK

Bialystok, Podlaskie

*Bachelor's Degree English
Philology (May 2010)*

ADDITIONAL SKILLS

English and Polish military vocabulary connected with the Missile Defence Agency, U.S. Navy Marine Corps and AEGIS Ashore Missile Defence Ballistic System;
Community Relationship Coordinating skill while providing services for the U.S. Navy Facility, located within Polish Territory;
Excellent conceptual and analytical skills;
Non-disclosure skills
Problem-solving skills

LICENSES AND CERTIFICATIONS

English Interpreting Certificate
American Red Cross Training
Services Certificate
Certificate for Development of
Security Excellence - OPSEC

CAREER OBJECTIVE

Detail-oriented professional with 5 years of experience and a proven knowledge of confidential correspondence, back office operations, and vendor and customer communications. Aiming to leverage my skills to successfully fill the English - Polish Interpreter/Translator role at your company.

PROFESSIONAL EXPERIENCE

ENGLISH TRANSLATOR AND INTERPRETER FOR THE UNITED STATES NAVY ARMED FORCES LOCATED WITHIN THE TERRITORY OF POLAND

KBRwyle, Redzikowo, Pomeranian / Dec 2018 - Present

- Follow ethical codes that protect the confidentiality of information;
- Providing help service for Navy Soldiers with official requests for interpretation in administrative cases;
- Working closely with Missile Defence Agency (MDA) Logistics and Customs Clearance personnel;
- Interpreting assistance in numerous joint trainings conducted, either by the Polish Base Protection Battalion in Redzikowo and the NCIS agency;
- Participating in active partnership between Naval Support Facility and government agencies, such as: Base Protection Battalion, Regional Police Headquarters, Police Academy, Security Services;
- Close co-operation with NSF Contracting Officer Representative (COR) in accomplishing given tasks, according to the United States Navy procedures;
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions;
- Translate messages simultaneously or consecutively into specified languages, orally, maintaining message content, context, and style as much as possible.
- Attending conferences and meetings and act as an official interpreter to mediate discussions;
- Providing Personal English Interpreting services for the officials of the Town Hall Authorities;
- Interpreting both legal terminology and colloquial language.

ENGLISH TRANSLATOR AND INTERPRETER FOR THE UNITED STATES NAVY ARMED FORCES LOCATED WITHIN THE TERRITORY OF POLAND

DELTA VECTOR POLAND Sp. z o.o., Redzikowo, Pomeranian / Apr 2018 – Present

- Follow ethical codes that protect the confidentiality of information;
- Providing help service for the United States Navy Soldiers with official requests for interpretation in administrative cases;
- Working closely with MDA Logistics and Customs Clearance personnel.
- Facilitating effective communication between two parties that do not speak a similar language by converting one spoken or written language to another;
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Reproducing statements in another language for unique listening or reading audience;
- Attending conferences and meetings and act as official translator to mediate discussion;
- Creating a new text in the target language that reproduces the content and style of the original;
- Interpreting both legal terminology and colloquial language;
- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
- Read written materials, such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.

ENGLISH TEACHER FOR ADULTS IN EUROPEAN UNION PROJECT.

Perfect English School, Slupsk, Pomeranian / Sep 2018 – Mar 2019

- Initiate, facilitate, and moderate classroom discussions;
- Evaluate and grade students' class work, assignments, and papers;
- Prepare and deliver lectures to undergraduate or graduate students on topics such as poetry, novel structure, and translation and adaptation;
- Maintain student attendance records, grades, and other required records;
- Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.

ENGLISH TRANSLATOR AND INTERPRETER FOR UNITED STATES NAVY ARMED FORCES LOCATED WITHIN THE TERRITORY OF POLAND

Fluor Corporation, Redzikowo, Pomorskie / Apr 2018 – Nov 2018

- Follow ethical codes that protect the confidentiality of information;

- Providing services for the United States Navy with official requests for interpretation in administrative cases;
- Working closely with the United States Missile Defence Agency (MDA) Logistics and Customs Clearance personnel;
- Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible;
- Refer to reference materials, such as dictionaries, lexicons, encyclopedias, and computerised terminology banks, as needed to ensure translation accuracy;
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions;
- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors;
- Proofread, edit, and revise translated materials;
- Read written materials, such as legal documents, scientific works, or news reports, and rewrite material into specified languages;
- Listen to speakers' statements to determine meanings and to prepare translations, using electronic listening systems as necessary.

ENGLISH TEACHER FOR ADULTS IN EUROPEAN UNION PROJECT

Jezyki Świata (Languages of the World) School - European Union (EU) Project, Slupsk, Pomeranian / Feb 2018 - May 2018

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Prepare and administer written, oral, and performance tests, and issue grades in accordance with performance.
- Conduct classes, workshops, and demonstrations to teach principles, techniques, or methods in subjects such as basic English language skills, life skills, and workforce entry skills.
- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Review instructional content, methods, and student evaluations to assess strengths and weaknesses, and to develop recommendations for course revision, development, or elimination.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

TRANSLATOR AND ASSEMBLER OF UTILITY CRANES - DELEGATIONS TO THE SCANDINAVIAN MARKET.

Meron Sp. z o.o., Helsinki, Helsinki / Nov 2016 - Mar 2018

CONSECUTIVE ENGLISH INTERPRETER IN A MERCHANT INDUSTRY.

AP Agency, Gdansk, Pomeranian / Nov 2013 - Jun 2016

- Follow ethical codes that protect the confidentiality of information.

- Transcription and consecutive translations;
- Negotiating prices and commercial terms between clients from Netherlands and Poland.
- Proofread, edit, and revise translated materials.

CEO'S ASSISTANT IN POMERANIAN SCIENCE AND TECHNOLOGY OFFICE IN GDYNIA

Madman Theory Games, Gdynia, Pomeranian / Sep 2013 – Jun 2014

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Performing transcription of documents;
- Managing the company documentation;
- Managing a log of business delegations and CEO's appointments.

R E F E R E N C E S

References available upon request