

EWA DACKO

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WORK
EXPERIENCE

2004–present

Free-lance translator & proofreader

- translations from English, specialisation: economics, marketing, IT (continuation of work carried out previously in Studio Spacja)
- ca. 700k words translated per year

2010–2011

Torf Corporation Ltd.

Free-lance graphic designer

- graphic design for TOŁPA and TOŁPA SPA brands (digital & print media)

2004

Nemerle project

Technical writer

- preparation of technical documentation
- translations into Polish and English

2001–2003

InsERT Sp. z o.o.

Marketing & PR specialist

- development and implementation of marketing plans and 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 promotional events (presentations, trainings, tradeshow, etc.)
- co-operation with mass-media, advertising agencies and other companies

2001

InsERT.net Internet Service Provider

Sales & marketing specialist

- 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

Studio Spacja Advertising Agency

Self-employed

- 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)

1999–2001

AMICAR Authorised Fiat Dealer and Service
Marketing specialist

- 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, tradeshows etc.)
- co-operation with mass media and other companies, preparation of sales offers

since 1993

Various companies

Student employment, placements, contracts

- translations from English
- office jobs, typing services
- outdoor advertising

1994–2000

Scouting Sailing Club (Harcerski Ośrodek Wodny) “Stanica”

**Non-profit work for The Polish Scouting and Guiding Association
(Związek Harcerstwa Polskiego)**

- organisation of training and recreation events
- instructor during summer camps and sailing courses

2005–2006

Wrocław University, Wrocław, PL

Institute of English Philology, Postgraduate Professional Studies in Translation

- one-year studies in technical, legal and economical translation

2003–2004

Die Sprachwerkstatt Paderborn, Paderborn, NRW, DE

- German language course *Deutsch als Fremdsprache* (upper intermediate and advanced levels)

1992–1998

Wrocław University of Technology, Wrocław, PL

Faculty of Computer Science and Management

- field of study: Management and Marketing
- full-time student, received an MSc Eng in Business Management

1994–1995

University of Greenwich, London, UK

Business School

- field of study: International Marketing
- one-year studies (Tempus Programme grant)





SKILLS

Computer related

- MS Windows & MS Office (Word, Excel, PowerPoint, LaTeX)
- CAT and QA tools (Trados, Trados Studio, Wordfast Pro, Qt Linguist, Alchemy Catalyst, Passolo, Apsic Xbench)
- graphic tools (CorelDRAW, Adobe Photoshop)
- very good knowledge of the Internet and Internet tools
- basic programming and web design

Languages

- Polish — native
- English — proficient (CPE)
- German — very good (TestDaF)
- Russian — basics

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