

# **CURRICULUM VITAE – PAVEL KRAUS**

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## **ACADEMIC EXPERIENCE**

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2011 – 2014 **Institute of Finance and Administration (University), Prague**

- Master Studies with the following focus:
  - Program: Economics

2009 – 2010 **Open University, Prague**

- Open University Business School
  - Professional Certificate in Management

2007 – 2009 **Institute of Finance and Administration (University), Prague**

- Bachelor Studies with the following focus:
  - Program: Informatics
  - Branch: Applied Informatics

1996 – 2001 **High school education**

- High school leaving exam in 2001, Bilingual German-Czech high school

## **WORK EXPERIENCE**

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May 2004 – **PRESENT** *Freelance Translator*

*Pavel Kraus*

- Specialization in Translations, Editing, Proofreading, Subtitling, Transcribing and Software and Website Localization
- CAT tools – SDL Trados Studio, MemoQ, memsource, Passolo, Across, Transit XV, NXT, Wordfast etc.
- DTP Services, post-Editing, MTPE
- Project Management
- Language Consultancy

April 2008 – July 2009 *CAT Support Specialist*

*Skřivánek, s.r.o., Europe*

- Administration of Across Language/Translation Server
- Supporting branches in the whole of Europe with preparation of translation projects
- Preparation of documents in many different formats (e.g. Adobe, MS, XML, HTML, PHP, multimedia etc.) on both PC and Mac platforms
- Format conversion and encoding, preparation for CAT software
- Technical support as well as online and local trainings of employees and freelance suppliers/ vendors

May 2006 – April 2008 *DTP/IT Specialist*

*Skřivánek, s.r.o., Prague, CZ*

- Pre-print processing of source and target/translated documents/websites (DTP/ layout) •  
Everyday work with graphical software as well as multimedia
- Format conversion (pre-print, DTP, multimedia etc.), preparation for CAT software
- CAT tools – SDL Trados, Transit, Passolo, Across
- Technical support of employees and freelance suppliers/vendors
- Technical records and administration of hardware, backups

2001 – 2003 *Advertising Manager*

*4x4 Automagazín*

- acquisition of new company advertisers
- client support
- assistance with graphical layout and contents of magazine issues

2001 – 2002 *Marketing Manager*

*NewAge rallying team*

- responsibility for securing of team funding in 2002

## **CLIENTS AND CASE STUDIES**

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### **Marketing**

- **Tchibo** (major coffee producer), translation of press releases and marketing materials, ongoing project  
*total scope ca. 150,000 words*
- **Lidl / Kaufland** (product texts, business processes), translation of marketing materials, instructions for use, IS  
*total scope ca. 150,000 words annually*
- **Phillip Morris** (manufacturer of tobacco products), translation of marketing materials, websites, ongoing project  
*total scope ca. 52,000 words*
- **Tikkurila** (Finnish manufacturer of paints & coatings), translation of official website  
*total scope ca. 86,000 words*
- **Austrian Airlines**, translation of marketing communication, client newsletters, ongoing project  
*total scope, ca. 30,000 words*
- **Nikon** (manufacturer of photographic equipment), translation of marketing documents, campaign 2012 - 2015  
"I am...", localization of device interfaces, ongoing project  
*total scope, ca. 350,000 words*

### **Technical/Engineering**

- **Caterpillar** (manufacturer of heavy manufacturing machines), translation of technical manuals, ongoing project  
*total scope, ca. 143,000 words*
- **Felder** (manufacturer of woodworking equipment), translation of user manuals, technical data sheets, ongoing project  
*total scope, ca. 650,000 words*
- **Samsung** (manufacturer of home electronics), translation of technical guides and user manuals, ongoing project  
*total scope, ca. 250,000 words*
- **Liebherr** (manufacturer of construction machinery), translation of technical guides and user manuals, ongoing project  
*total scope, ca. 85,000 words*
- **Siemens** (global technical manufacturer), translation of technical guides and user manuals, internal HR documents etc., ongoing project  
*total scope, ca. 300,000 words*
- **Glock Austria** (manufacturer of weapons), translation of user manual  
*total scope, ca. 15,000 words*

### **Automotive Industry**

- **Škoda** (Czech automobile manufacturer), translation of technical manuals, quality protocols, personnel instructions and many other service documents, ongoing project  
*total scope ca. 280,000 words*
- **BMW/MINI** (German automobile manufacturer), translation of service, after-sales service and business guides, eLearning guides for sales persons, ongoing project  
*total scope, ca. 300,000 words*
- **Mercedes/Daimler** (German manufacturers), translation of service and sales documentation, ongoing project  
*total scope, ca. 180,000 words*
- **Opel** (German automobile manufacturer), translation of multimedia sale and after-sales guides  
*total scope, ca. 45,000 words*
- **Nissan** (Japanese automobile manufacturer), translation of various internal documents  
*total scope, ca. 73,000 words*
- **Mazda** (Japanese automobile manufacturer), translation of quality protocols, business partner instructions and other after-sales documents, ongoing project  
*total scope, ca. 90,000 words*

### **Medical/Health**

- **European Union – EMEA**, translation of medical related directives, documents, related to medical products  
*total scope, ca. 100,000 words*
- **Clinipace Worldwide** (development of drugs, medical devices and clinical development), translation of clinical trials, legal documents for patients, ongoing project  
*total scope, ca. 90,000 words*
- **Acurian** (services needed to recruit, enroll and retain patients for your clinical trials), translation of clinical trials, legal documents for patients, ongoing project  
*total scope, ca. 75,000 words*
- **Hitachi Medico** (manufacturer of diagnostic imaging equipment), translation of technical and implementation guides, ongoing project  
*total scope, ca. 75,000 words*
- **BioClinica** (Leader in Clinical Trial Management Solutions), translation of clinical trials, ongoing project  
*total scope, ca. 150,000 words*
- **Covance** (Contract Research Organization for Drug Development), translation of clinical trials, ongoing project  
*total scope, ca. 110,000 words*

## **IT/Telecommunication**

- **McAfee** (major manufacturer of antivirus solution), translation of marketing communication, user guides, ongoing project *total scope, ca. 200,000 words*
- **Nokia** (manufacturer of mobile devices), translation of marketing materials, campaign 2012, localization of communication devices, ongoing project *total scope, ca. 150,000 words*
- **Motorola** (manufacturer of mobile devices), translation of marketing materials, localization of communication devices, ongoing project *total scope, ca. 100,000 words*
- **LG** (manufacturer of mobile devices), translation of marketing materials, localization of communication devices, technical strings, ongoing project *total scope, ca. 50,000 words*
- **Fedora Linux** (open source operation systems), translation and localization of CMS system for e-commerce solution, translation of user manual *total scope, ca. 25,000 words*
- **D-Link** (IT equipment manufacturer), translation of user manuals and web content, ongoing project *total scope, ca. 65,000 words*
- **Fuji Electric** (global technical manufacturer), translation of technical guides and user manuals of many industrial systems and Public/Transportation systems *total scope, ca. 90,000 words*
- **Miniland** (manufacturer of household appliances), translation of user manuals, ongoing project *total scope, ca. 85,000 words*
- **Incomedia** (producer of digital products), translation and localization of WebSite X5 EVOLUTION 10 software, ongoing project *total scope, ca. 95,000 words*

## **Legal/Law**

- **Agel Group** (health care provider in CE), translation of HR, legal, legal certified documents, ongoing project *total scope, ca. 250,000 words*
- **Heineken** (global brewery), translation of HR and safety documents, ongoing project *total scope, ca. 150,000 words*
- **Apple** (software and digital service provider), translation of legal and license agreements *total scope, ca. 45,000 words*
- **International Law** – arbitrations, translations of judicial/legal documents, international prosecutions, business claims, etc. *total scope, ca. 125,000 words*

## **Business/Finance**

- **KCB/ČSOB**, translation of Key Investor Information Documents (KIID), ongoing project *total scope, ca. 65,000 words*
- **Erste Bank**, translation of Key Investor Information Documents (KIID), ongoing project *total scope, ca. 60,000 words*
- **ING**, translation of Key Investor Information Documents (KIID), ongoing project *total scope, ca. 55,000 words*
- **Darwin Box** - a global platform for human resource management and finance

## **Games/Software localization**

- Simulators – **Bus Driver for PC and PS4** – *total scope ca. 20,000 words*
- Slot machines – online casinos, game portal – *total scope ca. 100,000 words*
- Strategies – **Innogames**: Forge of Empires, Grepolis, The West, Die Stämme etc. – *total scope ca. 90,000 words*
- Arcadies – **Smurfs** – *total scope ca. 20,000 words*

## **SKILLS, ABILITIES AND INTERESTS**

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### **Skills**

- Language knowledge: Czech (native speaker), English, German, French, Dutch, Polish, Slovak
- Computer literacy – Windows (administration, virtualization tools), Linux/Unix, incl. Mac
- CAT tools, localization interfaces and tools
- DTP tools: Adobe, Corel
- Subtitling tools

### **Interests**

- Interested in Travelling, Technology, Reading, Cultures and History
- Localization, Economy, Technical Design
- Social Sciences, Marketing