

Personal information

Surname(s) / First name(s)

BOKOVÁ Eliška

Telephone(s)

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E-mail

eliska.bokova@gmail.com

Nationality

Czech

Work experience

Dates

1998 - present

Occupation or position held

free-lance translator and interpreter for German/Czech
accredited conference interpreter for the EU-Institutions since May 2008

Main activities and responsibilities

translation and interpreting (consecutive, simultaneous) for private clients, translation agencies and the EU

topics: environment, IT, watchmaking, paper industry, architecture, tourism, history, law, business, insurance, librarianship, energy, social and labour politics

Work experience

Dates

1999 – present

Occupation or position held

free-lance translator and interpreter for Dutch/Czech
court translator and interpreter for Dutch and Czech since October 2007

Main activities and responsibilities

translation and interpreting (consecutive, simultaneous) for private clients and translation agencies
topics: tourism, law, business, insurance, politics, trade unions

Work experience

Dates

1.4.2004 – 30.9.2007

Occupation or position held

In-house translator and interpreter

Main activities and responsibilities

- Translation and interpreting between Czech and German in all parts and at all levels of the company
- Proofreading of translations into Czech and German (also of translations from English)
- Terminology management, editing of glossaries
- Main topics: HR, law, guidelines and processes, audits, IT – SAP, accounting, procurement, marketing, service. Manufacturing: Quality processes, health & safety, technology, engineering, MRP (material requirements planning), logistics, data scheduling, manufacturing technologies.
- Coordination of external translation/interpretation jobs (outsourcing)
- Working with the software WordFast, maintenance of the translation memories, database recovery after crashes
- Cooperation at the recruitment of new in house and free-lance translators and interpreters

Type of business or sector

manufacturing, rolling stock

Work experience

Dates

05/2003 – 09/2003

Occupation or position held

Trainee at Van Dale lexicografie

Main activities and responsibilities

- disambiguation of a comprehensive Dutch-German dictionary
- editing of entries in the comprehensive Dutch-German dictionary
- co-working on a dictionary of Dutch as second language
- co-working on a Dutch-Czech phrasebook

Name and address of employer

Van Dale lexicografie bv, St. Jacobsstraat 127, 3511 BP Utrecht, Netherlands

Type of business or sector

Publishing house – Dictionaries

Education and training

Dates

10/2007 – 06/2008

Title of qualification awarded

European Master of Conference Interpreting

Principal subjects/occupational skills covered

Conference interpreting German-Czech, Czech-German

Name and type of organisation providing education and training

Univerzita Karlova, Filozofická fakulta (Charles University Prague, Faculty of Arts)

Dates 09/1996 – 02/2004

Title of qualification awarded Magistr /Mgr.

Principal subjects/occupational skills covered

- Dutch culture, language and literature
- Consecutive and simultaneous interpreting
- Translation of specialised texts, translation of newspaper texts
- German for law
- Terminology and Lexicology (bursary at Vrije Universiteit Amsterdam)

MA-thesis: *The role of dictionaries in non-literary translation*

Bursaries:
 Erasmus/Socrates: Humboldtuniversität Berlin: 04/2000 – 09/2000
 Nuffic-bursary – Vrije Universiteit Amsterdam 10/2001-02/2002, 10/2002-09/2003

Name and type of organisation providing education and training Univerzita Karlova, Filozofická fakulta (Charles University Prague, Faculty of Arts)
 Dutch Studies, German for translators and interpreters

Personal skills and competences

Mother tongue(s) **Czech, German**

Other language(s)

Self-assessment
European level ()*

Dutch

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Mastery	C2	Mastery	C1	Effective Operational Proficiency	C1	Effective Operational Proficiency	C1	Effective Operational Proficiency
B2	Independent User Vantage	B2	Independent User Vantage	B2	Independent User Vantage	B1	Independent User Threshold	B1	Independent User Threshold

(*) *Common European Framework of Reference for Languages*

Social skills and competences Team player
 Working in an multicultural environment

Organisational skills and competences Organisation skills (during my university study I prepared a summer course of Dutch to Czech conference interpretation; at work – coordination of external translation jobs)

Computer skills and competences advanced user of: Word, Excel, PowerPoint; Internet, WordFast
 basic knowledge of: SAP, Microsoft Access, HTML, UNIX, Trados.

Other skills and competences learning aptitude
 independent working
 flexibility
 working under pressure