






PERSONAL INFORMATION

**Alfréd Marek**



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-  [www.amtras.sk](http://www.amtras.sk)

Sex Male | Date of birth 25/11/1952 | Nationality Slovak

JOB APPLIED FOR POSITION

**Translator**

WORK EXPERIENCE

November 1998 - to this day

**Translator and Managing Director**

AMTRAS Ltd., Tureň 192, 903 01 Tureň, Slovak Republic, [www.amtras.sk](http://www.amtras.sk)

- Translating, interpreting and management of the company

[Translation services](#)

October 1996 - November 1998

**Freelance translator and interpreter**

- LanXang International Ltd, 118 Holland Road, Hove, Sussex, England BN3 1JR
- SweRoad Sweden

- GOPA Consultants, Hindenburgring 18, D-61 348 Bad Homburg, Germany

- Translating and interpreting for foreign consultants in motorway construction projects in the SR

[Translation and interpreting services](#)

January 1993 - August 1996

**Director**

Petrimex Norden a/s, Mølledamsvej 10, DK-3460, Birkerød, Denmark

- Commerce and management of Slovak part of the Slovak/Danish Joint Venture

[Foreign trade](#)

March 1983 - October 1987

**Chief of administration department**

Federal Ministry of Foreign Trade, Prague, Czechoslovak Republic - Embassy in Managua, Nicaragua

- Management of administrative and financial matters

[Representation in foreign countries](#)

July 1977 - October 1981

**Chief of administration department**

Federal Ministry of Foreign Trade, Prague, Czechoslovak Republic - Foreign Trade Representation in Bombay, India

- Management of administrative and financial matters

[Representation in foreign countries](#)

EDUCATION AND TRAINING

11 - 13 April 2002, 25 - 27 April 2002

**Certificate**

Academia Istropolitana Nova, Prostredná 13, 900 21 Svätý Jur, Slovak Republic

- 1<sup>st</sup> and 2<sup>nd</sup> modules of the intensive course on the European Union and European integration for interpreters and translators

1980 - 1983

**Certificate**

Institute of Foreign Trade, Branch Bratislava, Slovak Republic

- Course of Spanish language

1973- 1976 **Certificate**  
 Institute of Foreign Trade, Branch Bratislava, Slovak Republic  
 ▪ Course of English language

1968 - 1972 **General Certificate of Education**  
 High School of Economics in Bratislava, Mlynské Luhy 2  
 ▪ General economics, English language and common subjects

PERSONAL SKILLS

Mother tongue(s) Slovak

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	B2	C1
Spanish	B2	B2	B2	B1	B1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
 Common European Framework of Reference for Languages

Communication skills ▪ Good communication skills gained through my 15 years of experience as translator

Organisational / managerial skills ▪ Good organisational and managerial skills acquired during nearly 30 years in managerial positions

Job-related skills ▪ Translations on professional level

Computer skills ▪ Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™)  
 ▪ Sufficient command of graphic design applications (Adobe Photoshop™)  
 ▪ Sufficient command of web design applications (Adobe GoLive™)  
 ▪ Ability to work with other system PC-s and software (Apple Macintosh)

Other skills ▪ I possess a number of other skills (technical, literary etc.), but they are not relevant for translating

Driving licence ▪ B

ADDITIONAL INFORMATION

Memberships ▪ The Slovak Association of Translators and Interpreters - Accredited Member

References



▪ <http://www.amtras.sk/Amtras/Referencie/Preklady.html>

ANNEXES

▪ Copies of certificates shall be provided upon request