

CURRICULUM VITAE – PAVEL KRAUS

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ACADEMIC EXPERIENCE

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 in subjects: Czech language, German language, mathematics, geography
- Bilingual German-Czech high school

WORK EXPERIENCE

May 2004 – present

Freelance Translator

Pavel Kraus

- working with various CAT, DTP and graphics tools
- CAT tools – SDL Trados 2007, 2009, 2011, SDLx 2007, Passolo 2009, 2011, Alchemy Catalyst 9, Across 5, Transit XV, NXT, Wordfast, Idiom 9, MemoQ 6.2, Deja Vu X2, MateCAT, HyperHub (incl. terminology and QA tools, e.g. Xbench).
- source format conversion
- preparation of documents for translation/CAT software
- graphical and DTP preparation of source as well as target/translated documents
- administration of customers' translation memories and term bases
- translations and proofreading in the following language combinations EN–CS, DE–CS, ES–CS, FR–CS
- customer care

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
- working with professional 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
- customer care
- assistance with graphical layout and contents of magazine issues

2001 – 2002

Marketing Manager

NewAge rallying team

- responsibility for securing of team funding in 2002

CUSTOMERS AND CASE STUDIES

Marketing

- **Tchibo** (major coffee producer), translation of press releases and marketing materials, ongoing project
total scope ca. 150,000 words
- **Green Seal** (manufacturer of cleaning/maintenance products), translation of marketing materials, instructions for use, IS
total scope ca. 45,000 words
- **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
- **Big Dutchman** (manufacturer of equipment for animal husbandry), translation of technical guides and user manuals, ongoing project
total scope, ca. 75,000 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** (German automobile manufacturer), translation of service manuals, after-sales service and business guides, eLearning guides for sales persons, ongoing project
total scope, ca. 300,000 words
- **Volvo** (Swedish automobile manufacturers), translation of CRM system and interface for driver's in car
total scope, ca. 12,000 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. 65,000 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. 55,000 words
- **Hitachi Medico** (manufacturer of diagnostic imaging equipment), translation of technical and implementation guides, ongoing project
total scope, ca. 50,000 words

- **BioClinica** (Leader in Clinical Trial Management Solutions), translation of clinical trials, ongoing project
total scope, ca. 75,000 words
- **Covance** (Contract Research Organization for Drug Development), translation of clinical trials, ongoing project
total scope, ca. 80,000 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
- **Innogames** (producer of online games), translation of dialogues, user manuals, players' communication (Forge of Empires, Grepolis, The West, Die Stämme etc.), ongoing project
total scope, ca. 100,000 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

SKILLS, ABILITIES AND INTERESTS

Skills

- Language knowledge: Czech (native speaker), English, German, Spanish, French, Slovak
- Computer literacy – Windows (administration of Windows XP-7, virtualization tools), Linux (Debian, BSD), MacOS (X)
- CAT tools – SDL Trados 2007, 2009, 2011, SDLx 2007, Passolo 2009, 2011, Alchemy Catalyst 9, Across 5, Transit XV, NXT, Wordfast, Idiom 9, MemoQ 6.2, Deja Vu X2, MateCAT, HyperHub (incl. terminology and QA tools, e.g. XBench).
- DTP tools: Adobe CS3 (InDesign, Illustrator, Photoshop, PageMaker, FrameMaker, etc.)
- driving license

Interests

- Interested in travelling, technology, reading, languages
- Internationalization, economy
- Social Sciences, marketing
- Self-education, motivating creative activities