


PERSONAL INFORMATION **Anna Mlodawska**

 [address]

 [phone number]

 anna.mlodawska@legalenglishexpert.pl

 www.legalenglishexpert.pl www.free-english.pl www.annamlodawska.pl

 Professional Facebook account: Legal English Expert Anna Młodawska

<https://web.facebook.com/Transkrypt>

Personal Facebook account: <https://web.facebook.com/anna.ewa.mlodawska>

Linkedin account: www.linkedin.com/in/mlodawska-legal-english-expert

Sex Female | **Date of birth** July 16, 1981 | **Nationality** Polish citizen, Canadian Permanent Resident

STUDIES APPLIED FOR **Global Professional Master of Laws, University of Toronto**

WORK EXPERIENCE

December 2006 - now

Business Owner, Sworn Translator, Legal English Teacher, Book Author (full-time)

Transkrypt Anna Młodawska, address: 111 Marszałkowska Street, Warsaw, Poland, website: www.legalenglishexpert.pl, e-mail: biuro@legalenglishexpert.pl, phone: +48 697707093

- Managing and growing the business (growth in revenue from PLN 65,000 in 2007 to PLN 650,000 in 2017)
- Promoting the business in social media (current number of fans on Facebook: 23,500)
- Operating internet portals: www.legalenglishexpert.pl, www.free-english.pl, www.annamlodawska.pl
- Operating an online shop: www.become.legalenglishexpert.pl
- Creating online courses (including video, audio, and downloadable text materials)
- Preparing course materials
- Writing and publishing Legal English coursebooks for lawyers and translators
- Translating texts from Polish to English and from English to Polish
- Preparing certified translations as a sworn translator (official state examination passed in 2008)
- Conducting terminological research and creating an online dictionary www.legalenglishexpert.pl/slownik
- Teaching Legal English and legal translation

Sector Legal English Teaching, Legal Translation

September 2011 - June 2016

University Lecturer (part-time)

Warsaw University, Institute of Applied Linguistics, address: 55 Dobra Street, Warsaw, Poland, website: www.ils.uw.edu.pl, e-mail: podyplomowe.ils@uw.edu.pl, phone: +48 22 5526033

- Conducting classes in the area of legal translation for students of the Interdisciplinary Post-graduate Studies in Translation and Interpreting
- Preparing educational materials for the students

Sector Legal English Teaching, Legal Translation

April 2005 - September 2006

Translator (full-time)

GTC AMG Sp. z o.o. (limited liability company), address: 155 A Rolna Street, Warsaw, Poland, website: www.invenire.pl, e-mail: office@invenire.pl, phone +48 22 2411624

- Translating texts from English to Polish and from Polish to English
- Conducting introductory trainings for new employees

Sector Translation

EDUCATION

October 2007 - June 2008 **Warsaw University, Poland (Faculty of Law and Administration)**

Post-graduate studies in European Law (1-year-long part-time programme)

October 2006 - July 2007 **Warsaw University, Poland (Institute of Applied Linguistics)**

Post-graduate studies in Legal and Court Translation - English (1-year-long part-time programme)

October 2000 - September 2005 **Warsaw University, Poland (Faculty of Modern Languages)**

MA English Studies (English Language and Literature, major: translation) (5-year-long full-time programme - Canadian Equivalency confirmed by WES: bachelor's and master's degree)

PERSONAL SKILLS

Mother tongue(s) Polish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

I have an IELTS certificate (8.5) and an International Legal English Certificate (ILEC) (C2 Pass with Merit). English was the language of instruction and examination during my 5-year-long MA studies at Warsaw University (Poland). I am a Legal English teacher, certified English translator, and the author of two English coursebooks for lawyers and translators.

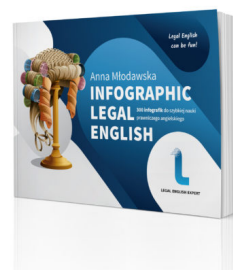
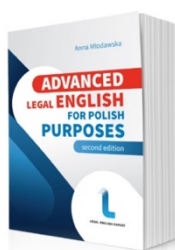
Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills ▪ Good communication skills gained through my experience as a teacher, manager and employer

Organisational skills ▪ Good organisational skills gained through my experience in multi-tasking and efficient implementation of numerous projects, frequently simultaneously or on tight deadlines

ADDITIONAL INFORMATION

- Publications
- Author of *Advanced Legal English for Polish Purposes*, first edition Wolters Kluwer, Warsaw 2012 (bestseller for 9 months in the major online bookstore of the publisher); second edition Transkrypt, Warsaw 2017
- Memberships
- Author of *Infographic Legal English*, Transkrypt, Warsaw 2017



- Member of the Polish Society of Sworn and Specialised Translators TEPIS since September 13, 2007
- Official Representative in Poland of a Canadian non-profit organization H.O.P.E. (Humans of Planet Earth) Association (promoting personal growth and self-awareness) since January 12, 2015