

Jitka Burger

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Experience:

- 9/1998-present **Freelance Translator, Interpreter and Project Coordinator**, New York, NY
- Lionbridge, Berlitz GlobalNET, Bowne Global Solutions, Softitler, SDI USA, SDI UK, Ernst & Young (Finance, Accounting), Legal Language Services (Legal, In-court interpreting), Merit Industries (Entertainment, Gaming), ING Bank (Real Estate), Karosa (Automotive), NetworkOmni, and others
- 6/2000-7/2002 **Berlitz GlobalNet**, New York, NY: **Coordinator for Outsourced Languages**
- Coordinating multilingual translation projects
 - Translating, editing, proofreading, online QA of a large variety of subjects and formats
- 9/1998-5/2000 **Z-Ply Corporation**, New York, NY: **Administrative Assistant**
- Handled business correspondence for the CEO, answered telephones
 - Responsible for office management, including supplies, repairs, etc.
- 9/1995-6/1998 **Alka Language Specialists**, Prague, Czech Republic: **Assistant to the Director**
- German-Czech and English-Czech translations for businesses and publications
 - Instructor of German and English Language Courses for executives
 - Clients included leading corporations in the banking, insurance, health care and automotive industries, as well as many other individual clients
- 9/1993-6/1995 **Private Tutor and Translator**, Boston, MA and Prague
- Translation work of all types for businesses and publications
 - Tutor of both Czech and German for adult English-speaking students
- Summer 1993 **Dynamis**, Prague: **Executive Assistant to the Director**
- Translated correspondence and interpreted for the Director
 - Handled telephones and correspondence, liaised with parent corporation
- 9/1991-6/1993 **Polyglot Language School/Publishers**, Prague: **Translator, Language Instructor**
- German-Czech translation work of all types for businesses and publications
 - Instructor of German Language for adult students and executives
- 9/1988-6/1991 **CKM Travel Agency**, Prague: **Tour Leader for German Tour Groups**

Education:

- 9/1987-6/1993 **Charles University Faculty of Philosophy**, Prague: **Masters Degree, 1993**
- Masters Degree (6-year Magistrat Degree) completed with Majors in German Language and Literature, Czech Language and Literature
 - Successfully completed state examinations in English Language, Teaching Methods and Psychology
- Summer 1993 **ELS English Language School**, Emmanuel College, Boston
- Advanced course in English conversation, grammar and composition
- 1-5/1990, 6-7/1992 **Humboldt University**, Berlin, Germany
- Programs in German Language and Literature for top Czech students

Skills:

Computer skills: Proficient in use of Microsoft Office applications, including Word, Excel, Power Point, Internet Explorer, Outlook, Access; Trados

Languages: Czech (native), English (fluent), German (fluent), Russian (intermediate)