

Curriculum vitae

Occupation: interpreter, translator

1. **Family name:** Kocmanova
2. **First names:** Jelena
3. **Date of birth:** 24.3.1973
4. **Nationality:** Czech
5. **Civil status:** Single

Address: Hrázka 12, 621 00 Brno, Czech Republic

6. Education:

| Institution [Date from - Date to] | Degree(s) or Diploma(s) obtained: |
|---|--------------------------------------|
| Masaryk University in Brno, 1992 – 1997 | M.A. English language and literature |

7. Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

| Language | Reading | Speaking | Writing |
|----------|---------------|---------------|---------------|
| Czech | Mother tongue | Mother tongue | Mother tongue |
| English | 1 | 1 | 1 |
| Italian | 2 | 2 | 3 |
| Slovak | 1 | | 2 |

8. Other degrees obtained: Court appointed translator

Czech State Exam in English – 1991

Certificate of Proficiency in English (highest level Cambridge ESOL exam) - 1994

Scuola Internazionale di Lingua Italiana - 2003

9. Other skills: Trados, MS Office XP (Word, Excel, Power Point, Acrobat), PDFTransformer

10. Key qualification:

Jelena Kocmanová is experienced in simultaneous interpreting, translating of financial and legal texts and technical documents particularly in the field of water management, corporate law, mechanical and civil engineering, waste management, pulp & paper industry, accounting, finance, ecology & the environment and geology.

11. Experience

| Company | from – to | Description |
|----------------------------|----------------|--|
| Mott McDonald, GB | 2006 - ongoing | Reports and studies for the Ministry of Environment of the Czech Republic |
| Veolia, France | 2002-ongoing | Corporate documents, tender documents |
| Pöyry Environment, Finland | 2000-ongoing | Brno-Modrice WWTP- Environmental Impact Assessment The Morava (the Danube) River Protection Project - Environmental Impact Assessment Trunk system reconstruction, Brno, EU Phare Project – translation of relevant documents, interpreting during tender evaluation |

| Company | from – to | Description |
|---|----------------|---|
| | | Trunk system reconstruction, Brno, EU ISPA Project Znojmo WWTP refurbishment. - Application for Assistance (ISPA Financial Instrument) Preparation of Applications for Assistance from the Cohesion Fund The Carpathian Project (Myllykoski Corporation) - Paper Mill - Environmental Impact Assessment, building permit documentation, Natura 2000 site report Documents concerning implementation of a project management system Corporate documentation , accounting guidelines |
| Ondeo Services (SUEZ), France/CZ | 2000 -ongoing | Corporate documentation |
| BVK, a.s., water company, CZ | 1998-ongoing | Brno-Modrice WWTP - rehabilitation and extension of the WWTP (513,000 p.e.), utilising the FIDIC Silver Book for Turn-Key Project, financed by the EBRD - translation of tender documents, language assistance throughout the stage of tender evaluation, tender negotiations, implementation stage and one-year tests on completion BVK documentation – reports for the board of directors, budgets, financial statements, mid-term plans etc. |
| University of Technology in Brno, Faculty of Civil Engineering , CZ | 2000-ongoing | Grant studies – flood protection in the Czech Republic, to be funded by the EIB Grant studies – real time control of sewer systems Translation of the following documents - Alternative designs of small-scale WWTPs, Studies of chemical processes in sewer systems, Rehabilitation of sewer systems in undermined localities, Reliability and risk analysis of water systems, Decentralised drainage systems, etc. |
| Municipality of the City of Brno, CZ | 2000-ongoing | Architectonic tenders, other public tenders put out by the Municipality, translating of various resolutions and proposals adopted by the City Council, translating for the departments of budgeting, urban development, technical services etc. |
| VAS,a.s. water company, CZ | 2002-ongoing | Language assistance – corporate documents (annual reports etc.) |
| Earth Tech (Tyco) the USA | 2004-ongoing | Tender dossiers, corporate documentation |
| Asio s.r.o., CZ | 2004-ongoing | Translations of EU directives - Reed Bed Sewage Sludge Treatment , tender dossiers |
| SAKO Brno, CZ | 2005-ongoing | Waste Management Project – reconstruction of incineration plant in Brno - Tender Dossier |
| Council for Radio and Television Broadcasting of the Czech Republic | 2006 - ongoing | Submission to the LCA - TV digital broadcasting licenses |
| SAZKA a.s. | 2006 - ongoing | Lottery company – corporate documentation |
| ČEZ, a.s. | 2006 - ongoing | Power plant audit reports |

12. Previous assignments

| Company | from – to | Description |
|---------------|-----------|---|
| COWI, Denmark | 1998-2004 | Language assistance- development of price formulae for BVK, co-operation with technical and financial advisors (COWI) |

| | | |
|--|-----------|--|
| Municipality of the City of Prague, CZ | 2005 | Application for Assistance from the Cohesion Fund for the project of the Prague WWTP reconstruction and extension |
| EBRD, GB | 1998-2004 | language assistance - loan agreement, project-related and security agreements concluded with BVK and the City of Brno, see above |
| ŽS, a.s., civil contractor, CZ | 2000-2004 | Trunk system reconstruction, Brno, EU Phare Project – translation of progress reports, construction documentation |
| Envites s.r.o., CZ | 2004 | Translation of the website- filter presses, sludge thickeners, sand filters, etc. |
| Simgeo s.r.o., CZ | 2004 | Remediation of uranium exploitation in the CR, mitigation of impacts of the occurrence of uranium |
| Linklaters, GB | 1999-2002 | Loan negotiations, mid-term bond programme |
| Ombudsman CR | 2001 | Annual report |
| Geogas, CZ | 2001 | Gas prospects in the CR |
| Carl Bro, Halcrow, DK | 1998-1999 | Trunk sewer refurbishment, EU Phare study |
| Duke Engineering, the USA | 1998-2001 | Study of gas prospects in the CR, tailing pond remediation |
| Dewey Ballantine | 1998-1999 | Documents related lease and operation agreements |

华博译翻译有限公司