

Jana Laurova



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DOB: 27.10.1982

Nationality: Slovakian Hungarian

Languages: Slovak, Czech, English

Driving licence: A, B

Security Guard licence: type S

Education and trainings:

2024 – Military's trainings: Anti-Terrorism Level I, DOD (INSCOM) Intelligence, Operations Security (OPSEC), Cyber Awareness, Combating Trafficking in Persons, Transcription I, II, Threat Awareness & Reporting Program (TARP), Military Rank & Structure, General Orders, Marking Classified National Security Information, Discharge of Classified Information (DCI) Awareness

2023 – Currently student of DPSI in Translation, Postgraduate Diploma level 7 at ISL International School of linguists

2023 – DPSI Health, Interpreting and Translating for Immigration and Police

2022 – ISL CPD trainings - Public Order Offences part 2, Domestic Violence, Misuse of Drugs, Offensive Weapons, Introduction to Police Interpreting, Going Equipped to Steal

2021- ISL CPD trainings – Murder and Manslaughter, Burglary, Theft, Public Order Offences part 1, ATA – Modern Slavery, Organized Crime Groups, MoJ – Court Processes and Procedures

2021 – Criminal Psychologist Diploma

2020 – Teaching Accreditation of TESOL/TEFL, ISL International School of linguists Translation and Transcription for Ministry of Justice, Cultural Challenging in Interpreting, Confidentiality, Impartiality and Professionalism, Welfare and Debriefing

2019 – Security Management Diploma, Private Investigating Diploma, Private Security and Investigating Services Training SVK

2019 – Oplex Carers – Criminology Advanced Level 4, **Empire Group University** – Hate Crime, Human and Child Trafficking and Slavery, **Udemy Academy** – Security Guard Training Course

2018, 2019 – Empire Group University - Translation and Interpreting trainings:

Data Protection, Domestic Abuse, Equality and Diversity, Health and safety, Information security, Information sharing and consent, Safeguarding children and adults Level 1, 2 Safeguarding children with disabilities

2018 – Language Academy, Sheffield – DPSI in general

2017 - ISL International School of linguistic- Interpreting for the Criminal Justice System, L1 Award in Understanding Community Interpreting, TI refresher, Interpreting for the Welfare Benefits System **DA languages** - Children Protection Training, Community Interpreting, Cultural Awareness Training

2016 - Pearl Linguistics - Completion Community Interpreting, Health and Safety, interpreting for NHS, Legal and Court Interpreting, Mental Health Interpreting, Safeguarding Children and Vulnerable Adults

Interpreting and Translation Education and Trainings: ISL certification: An Introduction to Translation Memory, Interpreting for Mental Health Encounters, Telephone Interpreting, Telephone interpreting for the Olympic and Paralympic Games, Community Interpreting, Health and Safety, interpreting for NHS, Legal and Court, Interpreting, Mental Health Interpreting, Safeguarding Children and Vulnerable Adult

Work Experience

07/2025 – Volunteer First Aid Responder at the Slovak Red Cross

Conducting first aid and AED (Automated External Defibrillator) training sessions in schools, teaching children essential life-saving skills.

Demonstrating practical first aid techniques, including CPR, wound care, and emergency response procedures.

Providing voluntary on-site medical supervision (first aid standby / event medic) at public events to ensure participant safety.

Assisting in promoting first aid awareness and health education within the community.

Collaborating with other Red Cross volunteers and staff to support emergency preparedness initiatives.

04/2022 – 04/2025: onsite US Military IA/ LNL Military EUCOM:

Providing operational support to the US Army and local national military forces and support for military operations during interviews, meetings, conferences, training exercises and medical bookings. Interpreting spoken communications and translating written documents.

Transcription and analysing verbal communications. Scanning, researches, and analysing documents for key information. Identifying and extracting information meeting military information requirements. Providing input to reports, onsite trainings, assisting at the shooting ranges, Mobilization military base, providing medical training for the Municipal police, HQ, CIMIC, Aviation Medical Centre with Polyclinic

04/2021 – present: LearnQual: DPSI Exam assessor (SVK-EN)

Taking part in online role-play-based exams and act as a limited English speaker (LES).

Taking notes about the candidate's performance during the role-play assessment. Completing

the LearnQual 'Observation Form' with specific and concise comments to inform LearnQual's IQA, the Awarding Organisation and the candidate whether a candidate is competent across a number of interpreting criteria and explain why. Providing LearnQual with the completed 'Observation Form'

09/2022- present: translator for State Office for Drug Control, BA, SVK

08/2020- present: Volunteer translator for Charity Translators, UK

11/2019 – present: Security Guard / Detective and Investigator Services – SVK

Investigator - Fraud prevention

05/2018 – 01/2019 Practice Manager of Dental Clinic, Birmingham, UK - Ensuring the efficient day-to-day management of the practice

Personnel - Taking line management responsibility dental nurses including responsibility for motivation, objective-setting and appraisals, Recruitment and selection of permanent and temporary staff, arranging staff inductions and training, organising disciplinary and grievance arrangements, staff records particularly regarding sickness absence and annual leave, Keeping the practice's contracts of employment up to date, Organisation and participating in practice meetings. Finance - Taking responsibility for and supervising all banking procedures, including deposits, payments and checking bank statements. Patients - Patient recall system and operation of the practice complaints procedure

Administration- Keeping all practice documentation up-to-date, including policies, procedures and handbooks, Maintenance of the practice computer system, Producing and implementing the practice marketing plan

06/2016 – Volunteer translator/interpreter/teacher at English Camp in SVK, assisting to US lecturers: Summer English conversation camps with approx.100 kids (6 to 18 yo) – teaching English, supervising younger students through the day with daily tasks, activities (in-out), teaching students to play piano

01/2013 – present: Translator, F2F Interpreter, TI interpreter – Ministry of Justice, The Big Word, MOJ, Language Empire Group, Asap Translations, Derby City Council – Children's and Social Services, Translation: General and social science, Law, Literacy, Translation of medical records, NHS documents – patients record, medical records, Entertainment website contents, Articles, Academic documents, Health and nutrition articles

F2F Interpreting: MOJ framework - Ministry of Justice, National and International Police, Courts, NHS, DWP and HMRC, Public and social services, Immigration services

TI interpreting: General non-framework UK, Framework agreement DWP, Private and Public sector USA and UK

12/2011–01/2013 Telephone Interpreter: The Big Word, Leeds, TI Interpreting -National Police, NHS, HM Revenue and Customs, DWP and Social Services

11/2009 – 11/2011 F2F and Inhouse Interpreter Pearl Linguistic, Derby, Inhouse Czech and Slovak Interpreter in Lister House Clinic, Derby. Working with admin and clinical management to interpret and translate during consultations. Translation of medical documentation, health records and applications. F2F Interpreter in Royal Derby Hospital, Derby Working for NHS, converting spoken statements. Listening, Understanding, memorizing contents, reproducing statements speech in different languages. Interpreting

during medical, social assessments. Specialism in Antenatal, Endoscopy, Audiology, G.U. medicine, Amputee, I.C.U.

Job-related skills: Flexible, reliable, punctual, impartial, motivated and organized person, I am used to work on very short notice, under the pressure. Experience working on my own initiative as well as a part of team. I am willing to undertake any training related to a work, and I am a very good and quick learner

Communication skills: Interpersonal, Listening, Non-verbal and verbal Communication
Reflection and clarification, Studying and learning BSL