



Jakov Miličević


Senior translator/proofreader, editor, PM, LPM

Contact Information

📍 Svetog Mihovila 26,
21253 Gata, Zvečanje,
Republic of Croatia

☎ +385 91 787 9913

✉ info@verbosari.eu
milicevicjakov@hotmail.com
jacquesmilicevic@gmail.com

 [linkedin.com/in/jakovmilicevic](https://www.linkedin.com/in/jakovmilicevic)

Achievements

- Over 10 years in translation/localization business
- Became a language supplier for more than 30 agencies worldwide and numerous direct clients
- Created style guide manuals/terminological databases (Croatian, Italian and French language)
- Successfully and professionally managed small and big size translation and localization projects (up to 30 languages simultaneously)

Portfolio

Working fields

Primary: EU, law, medicine, IT, marketing.

Secondary: chemistry, technics, cosmetics, tourism, commerce, games/video games, finance, economics, automotive, fashion, retail (sports equipment)

End-clients - EU (European Commission, Committee of Regions, European Parliament, European Court of Justice, European Agency for Chemicals, European Agency for Safety and Health at Work, European Court of Justice), Samsung, Apple, Microsoft, Sony,

Summary

As a result driven, self-motivated and resourceful translator/project manager/localization project manager, my tenacious and proactive approach resulted in successfully completing numerous translation and localization projects in different fields. My oriented and vigorous professional attitude has been confirmed by positive recommendations from project managers, direct clients, colleagues in which they underline my expertise, consistency, flexibility, excellent organization, respect of deadlines, high quality. This systematical and professional attitude lead me to develop also excellent communication skills and a commercial approach which has helped me to adapt a refined approach of solving all sorts of problems and developing business in professional and efficient manner.

Work Experience

Freelance senior translator/editor **2004 – Present**
Worldwide

Translation, proofreading and validation of materials in my primary and secondary working fields.

Language combinations: English > Croatian > English; Italian > Croatian > Italian and French > Croatian > French.

- ≡ EU: treaties, international agreements, legislation (regulations, directives, recommendations, decisions, guidelines, resolutions), websites, complementary legislation, jurisprudence.
- ≡ LAW: summons and complaints, judicial proceedings, articles of incorporation, power of attorney, evidentiary documents, contracts, leases, patents, legal correspondence, licenses, expert reports, litigation documents
- ≡ MEDICINE: diagnostic, therapeutic and laboratory equipment, medical monitors and life support devices (ECGs, pacemakers, defibrillators, drug delivery systems, insulin pumps, blood glucose/pressure monitors, stents), accompanying documentation and safety standards; informed consent forms
- ≡ IT: **Software** - operating systems, websites, PC and mobile apps, navigation **Hardware** - mobile phone brands, cameras, printers, medical equipment, remote heating systems, consumer electronics, systems, language learning platform, accounting software
- ≡ MARKETING: web, media and marketing content (brochures, newsletters, packaging), incl. SEO and PPC advertising (advanced knowledge of ad formats and requirements)

Project manager/loc. project manager **2010 – Present**
Verbosari Ltd

Management of small and big translation/localization projects.

- ≡ Managing the entire life cycle of multiple localization projects in a fast-paced environment.
- ≡ Coordinating all the project phases and efficiently predicting the

Epson, Canon, Xenon, Toshiba, Lenovo, HP, TripAdvisor, Expedia, King, Keywords Studio, Deezer, What's up, MessageMe, Viber, Lyca Chat, Quadro, Petrokemija, Croatian National Parks, Lookout, Renault, L'Occitane, L'Oréal, EPSOS, Suzuki, FIAT, Mazda, Daikin, Bestway, County court of Split, Croatian ministry of internal affairs, Italian embassy in Croatia, P&G, Intersurgical, Moulinex, Tefal, Gorenje, Saeco, Philips, Quadro, Metka, ABB, Ikea, PBZ (Privredna Banka Zagreb), Ingersol, CAT, ...

Professional memberships

Croatian association of sworn interpreters and translators

Accredited member of Proz.com

Awards

Double rector's awards for excellence of academic achievements in 2007 and 2008

Scientific research internship at Université René Descartes, Paris Sorbonne V in 2009

Third best student in Croatia – Top Stipendija in 2008

Conferences

The world after the crisis: economic and social perspectives (Gemona)

Euroregion - a project of reconciliation, solidarity and cooperation among peoples with a view to the strategic policy of Friuli Venezia Giulia (Gemona)

Virtual event - Advanced translator skills (Proz)

The translation and localisation conference in Warsaw 2015 (Poland)

Professionalization vs. Deprofessionalization: Building Standards for Legal Translators and Interprets (Croatia)

International Translation Technology Terminology Conference (TTT) 2015 (Ljubljana)

Elia Together 2016: "Developing our Connections" (Barcelona)

lifespan of all the stages of the project; negotiating deadlines and rates with vendors.

- ≡ Establishing and maintaining excellent relationships with contract translators and proofreaders globally.
- ≡ Managing project finances, including budgeting; preparing and maintaining project documentation.
- ≡ Performing quality checks at various stages of process to ensure quality and accuracy

Skills

Professional

Self-motivated
Organized
Detail focused
Hard working
Reliable
Cooperative

IT

Experienced user of Windows and iOS
Advanced user of CAT tools (Trados 2009 – 2011 – 2014, MemoQ, DejaVu,...), QA tools (Verifika, Xbench, Error Spy) and management platforms (Plunet, XTRF).
Experienced user of Microsoft Office Package (MS Word, MS Excel, MS PowerPoint), Adobe Acrobat Reader Professional, XChange Editor, WinZip, WinRAR

Languages

Mother tongue:
Croatian/Italian

Foreign languages:

English (C1- understanding, speaking, writing),
French (C2- understanding, speaking, writing),
Spanish (A1- understanding, speaking, writing)

Education

Court interpreter for Italian and French language

Nr. license: 4-Su 210/2015

County court of Split
2011

Professor of Italian and French language and literature (Masters in education and translation) Administration

University of Zadar
2010