# Curriculum Vitae

**Svetlana Šmit (previously Novaković)**

**E-mail:** sve.smit@gmail.com

**EDUCATION:**

**• Master in Italian language and literature** (November 2009 – October 2010), Faculty of Philology, University of Belgrade, average mark **10/10**

**• Professor of Italian language and literature** (graduated in April, 2006), Faculty of Philology, University of Belgrade, average mark **8,47/10**

**ADDITIONAL COURSES:**

**•** University for Foreigners “Dante Alighieri”, Reggio Calabria, Italy, advanced conversational course with elements of creative writing and modern Italian culture, (4 - 31. August 2003. and 2 - 29. August 2004), **2004. with the scholarship of the above mentioned university**

**WORK EXPERIENCE:**

* **AS A TRANSLATOR:**
* **2014. – Publishing house “Čarobna knjiga“, Belgrade**
* Translation of the book „Quell’attimo di felicità“ from Italian to Serbian

**• 2013. – Publishing house “Komiko”, Novi Sad (as Svetlana Novaković)**

* Translation of the comic book „Gli appunti per una storia di guerra“ from Italian to Serbian
* **2011. – Publishing house “Čarobna knjiga“, Belgrade (as Svetlana Novaković)**
* Translation of the book „Amore 14“ from Italian to Serbian

**• 2010. – KONTRAST STUDIO, Belgrade (as Svetlana Novaković)**

* Translation of the mOVIE “Selo gori, i tako…” from Serbian to English
* **ON A MOVIE SET:**

**• 2011. (January) – WORK IN PROGRESS, Belgrade**

Production assistant (as Svetlana Novaković)

* Different jobs for the production office at the set of the American film “Raven“, directed by James McTeigue

**• 2010. (March) – 2010. (August) – WORK IN PROGRESS, Belgrade**

Interpreter for the director and production office; Video assistant

* Interpretations: for director, actors, technicians, producers and organization of the set. Video assistant of the director on the set of TV serial “Il Commissario Nardone”. Video operator on the set of the British film “Coriolanus”, directed by Ralph Fiennes
* **IN BUSINESS ENVIRONMENT:**

**• 2011. (July – until now) – NCR , Belgrade**

Intelligent Dispatch Agent

* Coordination of technical services for Italy – call dispatching and call management; customer care services

**• 2008. (October) – 2009. (October) – LE CASCINE RE, Belgrade, international real-estate agency**

Interpreter, translator and real-estate agent

* Interpretations, translations of documentation (Italian and English), analysis of the real estate market, internet site maintenance

**• 2006. (October) – 2008. (May) – TECHNOLOGY INTERNATIONAL SERVICES, Belgrade**

International Correspondent for importation of goods

* commercial sector; processing and managing orders (prices, discounts, packaging and transport) between several Italian factories and numerous clients from whole former Yugoslavia
* translation of technical and promotional materials; interpretations on conferences and presentations
* **OTHER WORK EXPERIENCE:**

**•** Part-time work – translator and interpreter, in different areas (contracts and other legal matter, medical documentation...)

**•** Part-time work – private lessons of Italian and English language

**LANGUAGE SKILLS:**

**•** Italian – excellent knowledge of spoken and written language

**•** English - excellent knowledge of spoken and written language

**OTHER SKILLS AND COMPETENCES:**

**•** Excellent computer skills (Microsoft Word, Microsoft Excel, Total Commander, Internet Browsers...)

**•** Ashtanga yoga apprentice

* Member of the choir “Horkestar” from 2003-2011; conductor of the choir and the orchestra from 2008. to 2011.

**PERSONAL INFORMATION**

* **Dynamical person with excellent communication skills**
* **Very responsible and reliable**
* **Thorough and detail oriented**
* **Creative and innovative in working environment**