# AREAS OF EXPERTISE

*Translating*

*Proofreading*

# PERSONAL SKILLS

*Reliable*

*Detail oriented*

*Great at multi-tasking*

*Well organised*

# Anja Verdnik

**Translator**

Language pairs: English to Slovene, Slovene to English, Spanish to English

## PE RSONAL SUMMARY

I am a native Slovenian and currently a student, doing my Sociology of Culture postgraduate degree at the Faculty of Arts in Ljubljana. I studied abroad in the United Kingdom for the entirety of my undergraduate degree and have obtained excellent writing, proofreading and academic writing skills in English, and gained knowledge in IT. I translate short to medium long texts from both languages, including CVs, advertisements, articles and webpages.

## WORK EXPERIENCE

***Freelancer – Self Employed***

TRANSLATOR 2014 - Present

Translating CVs for academics and employees

Translating advertisements for companies such as Mercator and visual media businesses

Translating announcements for public schools

### KEY SKILLS AND COMPETENCIES

Experience in Microsoft Office

Keen to learn new skills.

Fluent in Slovene and English

Good knowledge of Spanish

Can also translate short texts from Croatian and German

Always keeps to deadlines

## ACADEMIC QUALIFICATIONS

Matura degree: English, Slovenian, Spanish, Math, Geography

***Poljane Secondary School 2008-2012***

Undergraduate degree: Social Sciences, Reseach and IT

***Robert Gordon University 2014-2017***

REFERENCES – Available on request