

PERSONAL INFORMATION



SURNAME(s), First name(s) **KOVAČEC, Tatjana**
Address(es) 4, Stupnička, 10 000, Zagreb, Hrvatska
Nationality Croat
Date of birth 05/08/1974
Gender ☒ Female ☐ Male

OCCUPATIONAL FIELD

Freelance translator and reviser

WORK EXPERIENCE

Add separate entries for each relevant post occupied, starting from the most recent.

Dates (from – to) **2009 - Present**
Occupation or position held *Owner of Euroglossa Ltd., Translator and Certified Court Interpreter for German and French*
Main activities and responsibilities *Translation of legal and financial documentation – civil law, company law, contracts, claims, court decisions, register of companies' certificate, financial reports, statistical reports, balance sheets, audit reports, acts contracts, court resolutions...personal documentation: driving licences, birth certificates, baptism certificates, patents, technical translations in different fields
Consecutive translation at the County Court in Zlatar, Zagreb at court hearings
Consecutive translations during meetings*

Name and address of employer **EUROGLOSSA D.O.O., TRANSLATION AGENCY**
Type of business or sector *Translation, localization*

Dates (from – to) **1999 - Present**
Occupation or position held *Translator for German and French*
Main activities and responsibilities *Cooperation with various translation agencies and companies in Croatia, Germany, France, Switzerland and in Austria
Translator/reviser for German and French into Croatian; Volume of work done : 150-200 pages per month, about 25.000 to 30.000 pages during the past 12 years
Translations in different working fields:
Law – civil law, company law, Finance, Banking, Marketing
General business correspondence
Automotive Industry – Service Manuals, Bus Manuals for MAN Importer, workshop manuals and maintenance handbooks for various manufacturers – Fiat, BMW, Opel, Citroen, Peugeot, Renault, about 1.000 pages up to now
Translation of manuals for Fiat Punto: "From now on, do it yourself", publisher Dominović (Od sada popravljam sam), about 270 pages
Mechanical Engineering – instruction/operation manuals: agricultural equipment, baggers, engines, trains; various machinery for road building, wind turbines,
Road building; Invoices, Project Documentation, Proposal Documentation for Strabag; Croatian Highway Co.,
Operational manuals for folder – gluer (about 300 pages), packaging industry
Operational manuals for machines in printing industry -400 pages
Operation manuals for radio broadcasting equipment – 800 pages, descriptions of transformers, motors*

Name and address of employer	<p>Operation manuals for heating equipment, boilers – at least 100 pages Catalogue of electrical and electronical products – 200 pages Translation of manuals for house hold appliances – dish washers, washing machines, irons, mixers, microwaves, oven, blender, vacuum cleaners Catalogue of tubes, screws – 50 pages Operation manuals in bier production – 60 pages Operation manuals for bicycles – 70 pages Operation manuals for automation equipment , process and packaging – 40 pages Manuals of lightening systems – 200 pages Different documentation for road building; project Documentation, proposal Documentation Civil Engineering (building) – deposition of waste water; Translation of web pages Corus Catnic, profils for constructions; IBUS isolation system patent – about 30 pages, ventilation systems, air-conditioning system, fire-protection equipment Civil Engineering in general Insurance – Translations for Generali Versicherung, Uniqua Versicherung Tourism</p>
Type of business or sector	<p>FREELANCE TRANSLATOR AND INTERPRETER - Cooperation with various translation agencies and companies in Croatia, Germany, France, Switzerland and in Austria (list upon request) Translations, localization</p>
Dates (from – to)	04/2002 - 2006
Occupation or position held	Translator and interpreter for German and French languages; administration, sales
Main activities and responsibilities	<p>Translating from English into German and French; Translating from German and French into Croatian and vice versa: manuals, maintenance handbooks, product technical descriptions, product technical specifications, IT, translations in the field of mechanical and electronic engineering (both German and French) Translation of manuals and maintenance handbooks from English to German for our business partner Telefunken in Germany Translation of the public tender documentation, proposal documentation, bank guarantees, legal documents, translations in the field of real estate, contract law, commercial law</p>
Name and address of employer	RIZ ODAŠILJAČI d.d., Zagreb
Type of business or sector	production of short-wave, middle-wave and long-wave radio broadcasting transmitters and electronic watt-hour meters (for European, African, Asian, Arabian and Australian markets)
Dates (from – to)	09/2000-04/2002
Occupation or position held	Associate in the Management Board, Translator and interpreter for German and French languages
Main activities and responsibilities	<p>Written translations in the field of = economics, banking, insurance, technical translations, accounting, various types of contracts for banking sector, internal regulations/protocols Archives keeping</p>
Name and address of employer	VOLKSBANK d.d., Zagreb
Type of business or sector	Translations, Consecutive translation at business meetings, business correspondence
Dates (from – to)	04/1999-09/2000
Occupation or position held	Interpreter – correspondent for German and French
Main activities and responsibilities	<p>Translation of business correspondence from French and German to Croatian and vice versa. Translations in the area of: car industry, technique – electrical and mechanical engineering, shipping/transportation Various instructions; translation of DIN norms for internal appliance Law - contracts Consecutive translation – audits, meetings, negotiations, etc. Responsible for everyday communication / correspondence with foreign business partners.</p>

Name and address of employer **ELCON d.d. – Zlatar Bistrica;**

Type of business or sector *Production of cable harnesses for car industry (Renault, Peugeot, Citroën) as well as for household electrical appliances (Miele, Bosch)*

EDUCATION AND TRAINING

Add separate entries for each relevant course you have completed, starting from the most recent.

Dates	8.12.2010
Title of qualification awarded & date	
Principal subjects / occupational skills covered	<i>Translation with Trados Studio 2009</i>
Name and type of organisation providing education and training + locality or country	INTEGRA d.o.o., ZAGREB, CROATIA
Dates	7.12.2005
Title of qualification awarded & date	
Principal subjects / occupational skills covered	<i>Business German business terminology, commercial law with the overview of language expressions in public tendering</i>
Name and type of organisation providing education and training + locality or country	INTEGRA d.o.o., ZAGREB, CROATIA
Dates	1.12.2005
Title of qualification awarded & date	
Principal subjects / occupational skills covered	<i>Trados 7 Freelance -Working with CAT tools and TM</i>
Name and type of organisation providing education and training + locality or country	INTEGRA d.o.o., ZAGREB, CROATIA
Dates	1993-1994
Title of qualification awarded & date	
Principal subjects / occupational skills covered	<i>2 x 3 months of social skills practice at the organization of / and the conducting of German language summer course, language practice along with the work at the University in Mainz, Germany, other language courses in Germany and Austria</i>
Name and type of organisation providing education and training + locality or country	University in Mainz, Germany
Dates	1993-1999
Title of qualification awarded & date	<i>Master of Art (MA) in German Language and Literature and French Language and Literature</i>
Principal subjects / occupational skills covered	<i>Department of German Language and Literature and Department of Roman Language and Literature</i>
Name and type of organisation providing education and training + locality or country	Faculty of Humanities and Social Sciences in Zagreb
Dates	1989-1993
Title of qualification awarded & date	
Principal subjects / occupational skills covered	

Name and type of organisation
providing education and training +
locality or country

High School Education at XVIII. Gymnasium in Zagreb; Foreign Languages Program

PERSONAL SKILLS AND COMPETENCES

Mother tongue(s)	Croatian				
Other language(s)	German, French, English				
	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
French	C1	C2	C1	C1	C1
English	B2	B2	B2	B1	B1
Language	Replace with name of language certificate. Enter European level(*) if known.				
	Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user (*) Common European Framework of Reference for Languages				
Computer skills and competences	Windows 2010; Office 2010 (Word, Excel, Power Point) Adobe FrameMaker Adobe PageMaker ABBYY FineReader				
CAT knowledge	Trados Studio 2009, Trados Studio 2011, Trados Studio 2014, MemoQ				
Other skills and competences	Excellent in working within a team, high performance in multicultural environments, at positions where communication and teamwork are essential				

ADDITIONAL INFORMATION

Member of Croatian Association of Scientific and Technical Translators (HDZTP)

ANNEXES

Copy of University diploma, letter of intent