

# Curriculum Vitae

## Personal Details

Name

**Diana**

Surname

**Golubova**

Date and Place of Birth

**11 Jul 1965 Skopje, Macedonia**

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## Education

Degree

**Bachelor of Arts / Faculty /Diploma – Teacher of English and translator**

University **University of Cyril and Methodius, Skopje, Macedonia**  
**Faculty of English language and literature with Italian**  
**language and literature**

Year

**1985 - 1989**

## Professional Experience

Year and Position

**03 - currently - Freelancer Translator**

Year and Position

**6/02 -8/03 – Main Translator for English and Macedonian for GOPA Consulting - EU funded project related to Macedonian Education System Reforms**

Year and Position

**2/99 – 6/02 - School of Foreign Languages “Divine Da-Di”, Skopje, Macedonia – Teacher of English**

Year and Position

**6/93 – 2/99 - Ministry of Interior, Skopje, Macedonia - translator and interpreter**

Year and Position

**9/91 – 6/93 - Secondary School of Economics Studies “Boris Kidric” Skopje –Teacher of English**

Year and Position

**5/90 – 8/91 - Travel Agency “Kompas” Skopje - Trip planner and tour guide**

Year and Position

**7/89 – 4/90 0 JAT – National Airliner, Skopje, Macedonia - Ticket booking / Cargo manager**

Year and Position

**2/86 – 5/89 Macedonian National TV, Skopje, Macedonia - translator of film subtitles and documentaries**

## Languages

Native Language -Macedonian (Proficiency level for all Balkan languages  
- Serbian, Croatian, Bosnian, Slovenian, Montenegrin)

Source Language	Target Language
English	Macedonian
Italian	Macedonian

## Fields of expertise:

Legislative, contracts, medicine, military, religion, education, marketing, software localization, technical manuals, construction and engineering, marketing, etc.

### Key qualifications

Lived in England for a year to practice my English;  
Court sworn translator since 1992

Member of the Institute of Language Services in London, in a position of interlocutor and appointed translator for translations from English to Macedonian and vice versa.

## Experience

### Software

2004-2005 - Language team leader and main translator in a software localization project in Macedonian and Albanian –**Microsoft Windows and Office** and composed IT Core Terms Glossary into Macedonian that is now used as a standard terminology for IT and Telecommunication ( approx. 600 000 words )

2005 - 2011 -In position of a main proofreader for localization of later versions of **Microsoft** software

2007 - 2008 - Localized **Yahoo!** Search Core Terms into Macedonian

2008 – Localized **Google** content strings into Macedonian for Google Translate

2008 - 2009 - Localized **OPTIMA** software for wireless networking into Macedonian

2003 - Translated and localized parts of **Sony** web page into Macedonian;

2005 - Produced **list of common words and phrases** in Macedonian for SMS via Internet.

-2011 – Translated various documents for **CISCO** and localize **CISCO** web pages into Macedonian - ongoing project.

- 2011 – Localize **Autodesk** web pages – ongoing project

- 2011 – Translate **Vodafone Mobile Broadband** program into Macedonian for PC and MAC – ongoing project

- 2011 – Localize **T-mobile** and **Huawei** installers into Macedonian – ongoing project

### Phone manuals and menus

2004 – 2011 -Translate manuals for cell phones and cell phone menus – (ongoing projects); 2004 – **MOTOROLA** (approx. 30.000 words), 2006 – **SAMSUNG** (approx. 30.000 words), 2005 – **NOKIA** (approx. 15.000 words), (ongoing project)

2007 – **SAGEM** – 2 manuals and phone menus (approx. 30.000 words)

2010 – **IPOD** – Translated DVD instructions manual

2008-2011 – **Gameloft** - Translate matrixes for mobile games – ongoing project

- 2011 – **LG** and **Android** software into Macedonian

### Domestic appliances

2003 – 2011 - Translate DVD players instruction manuals, Dishwasher User manuals, Refrigerator manuals, TV manuals, gas and electric ovens and hobs, air conditioners -**BEKO**; Instructions manuals for refrigerators and vacuum cleaners **SAMSUNG**; User manuals for TV-sets – **LG, ELECTROLUX** (ongoing projects)

### Printers

2006 – 2011 -Translate and proofread translations of manuals for all **EPSON** products and software (ongoing project)

2006 – 2010 -Translate web page, user manuals and brochures for **LPG**

(ongoing project)

### Automotive

2004 – 2007 -Translate manuals for **CATERPILAR**

2004 – 2005 - **Ford Mondeo, Ford Focus, Ford Fiesta, Ford CMAX**  
(approx. 5000 words)

2006 **Class Tractors** (approximately 70 000 words)

2007 **New Holland Tractors** (approx. 25 000 words)

2004 – 2011 Translate User Manuals for a **mowers, saws, vibrational color shakers, Baby Accessories** (ongoing projects)

2010 – Translated Infotainment system for **OPEL** Insignia nad Corsa

### Chemical

2006 **Localization of Chemical products and hazardous chemicals** from Italian into Macedonian, Serbian, Albanian, User Manual for palette packaging machine **Helix** – Italian into Macedonian

### Subtitling , Literature

2005 – 2011 Translate subtitles for **SDI Media** (ongoing project) (from English into Macedonian)

2003 - Translated subtitles of a documentary regarding Process of Pregnancy (English into Macedonian)

2006 - Translate novels for **AEA Publishers** –from English into Macedonian – ongoing project

### Legal

2000- 2002 Engaged in several EU funded projects dealing with reforms in self-government system; education; accreditation and standards, social services etc.

1995 – 2011 Engaged in a Macedonian software company in a position of translator and localization manager of help files and **banking payment system** application into Macedonian. (ongoing project)

2006 - Translated Rulebooks and Laws regarding **VAT application and VAT return together with Forms for VAT return** from Macedonian, Serbian, Montenegrin, Croatian, Bosnian into English

2000 - Translated from English to Macedonian Czech Law of Self- Government, the Hungarian Law of Secondary Education. (English into Macedonian)

2003 - Translated training course on antiterrorism assistance in seminar papers and PowerPoint slides. (English into Macedonian)

### Medicine, Pharmacy

2006 – 2010 - Translate **Diabetes Questionnaires** into Macedonian and act as on-site interpreter where my role is to assist completion of this Survey by randomly chosen patients at the Clinic in Skopje.

2007-2008 Translation of **Patents (medical / chemical)**

2007 – 2010 - Translate Instructions for application of **dentistry utilities** and **Instructions for Medicaments -3M** (ongoing project)

2008-2010 – (ongoing project) – translate Instructions and precautions

leaflets for various medicaments into Macedonian

2005- 2010 - Translate Instruction manuals for different types of **stents, catheters and surgical surges**

#### General

2000 – 2003 Translated from Macedonian to English the Macedonian Law of Secondary Education, the Macedonian Law of Adult Education, Macedonian Law of Accreditation and Standards, and many other legal documents, prepare on everyday basis seminar materials in both languages, translate at meetings consecutively, translated different kinds of materials, seminar papers and updates for the needs of the Faculty of Medicine, Faculty of Mechanics, Faculty of Forestry, etc Translated film and documentary subtitles on regular bases for Macedonian National Television from English into Macedonian.

1992 – 2008 - Translate on everyday basis for different customers in England, Austria, Australia, Germany, Italy, etc. (translated contract concluded between **Ford** Automotive Industry and Automotive Workers Union regarding workers' rights from English to Macedonian; translated AH Beard's "Employee instruction program"; translated "What is Gospel" from English to Macedonian; ; translated contract for **Eutelsat S.A.** for Satellite Capacity Allotment; translated and prepared ppt. documents for seminar presentation regarding **antiterrorism and environment protection**; translate on everyday basis birth, marriage, death certificates and many other legislative documents issued in Macedonia and for the needs of Macedonian citizens in Australia).

## Computer Skills

MS Office 2003 (Word, Excel, PowerPoint...) FrontPage Adobe Acrobat Professional 7.0 Trados 7.0 Freelance QuarkXpress 6.1 Transit Satellite P E Abbyy Fine Reader 8

## Computer Specification

Operating System  
**Windows XP**

Office packages  
**MS Office XP 2007**

Type of Internet connection:  
**ADSL, Cable Internet**  
Internet Browser  
**Internet Explorer 7**

## Localization tools:

SDL Trados 2007 Helium LockStudio Transit Satellite PE Logoport

## Rates

**Translation** 0.05 Euros per source word

**Proofreading** 15 Euros per hour

**Method of Payment** Moneybookers.com, Bank wire