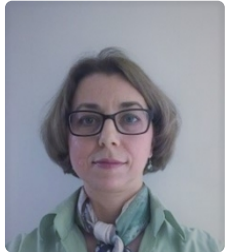


Olivera Ristanovic-Santrac

Freelance
Translator /
Interpreter
(English to Serbian
& Serbian to
English) - DPSI,
MCIL, MITI, ISO
17100 Qualified



CONTACT

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📍 United Kingdom

ABOUT ME

A seasoned translator and interpreter, with over 23 years of experience, specialising across a wide variety of fields, such as medicine, pharmaceuticals, marketing, chemical, mechanical, electrical and civil engineering, law, politics, EU legislation, ISO, IEC and EN technical standards.

Since moving to the UK, I have also been working as a journalist, covering cultural events in the Serbian community in London, both in English and Serbian.

Resume created on DoYouBuzz

EXPERIENCES

Freelance Translator

Halifax Translation - Since October 2009 - Freelancer - Belgrade - Serbia and Montenegro

- ▶ A member of a pool of translators working on the Project "Translation of the Acquis in Serbia Re-launch", coordinated by the company Halifax Translation
- ▶ Translated about 1000 pages of Acquis Communautaire (EU law) from English into Serbian
- ▶ The fields covered: intellectual property law, economics and finance, internal market and external trade, traffic and telecommunication, energy, social policy and employment, education and culture, environment and health protection
- ▶ Continued collaboration on the translation of Acquis with the Ministry of European Integration of the Republic of Serbia

Freelance Medical/Pharmaceutical Translator and Simultaneous/Consecutive Interpreter

References available on request - Since September 2012

- ▶ Translation, proofreading and simultaneous and consecutive interpreting in the medical and pharmaceutical fields for numerous companies
- ▶ Mostly documentation relating to Clinical Trials, including: Data Collection Forms, Informed Consent Forms, Expense Guidelines, Travel Policies, welcome letters, Patient Information Forms
- ▶ Simultaneous interpreting at medical conferences

Freelance Transcreator

Hogarth Worldwide Limited - Since December 2015 - Freelancer - London - United Kingdom

- ▶ Transcreation, translation, proofreading, editing
- ▶ Final copy validation, assessment of new talent

Freelance Simultaneous and Consecutive Interpreter (Serbian - English - Serbian)

Freelance - Since October 2012

- ▶ Holder of the Diploma in Public Service Interpreting (DPSI) for the English Law
- ▶ Simultaneous, Consecutive, Chuchotage (Whispered) Interpreting at numerous conferences at high governmental level and in the fields of business, commerce and pharmaceutical/medical industry

Freelance Translator

Ministry of European Integration of the Republic of Serbia - September 2010 to December 2011 - Freelancer - Belgrade - Serbia and Montenegro

- ▶ Collaboration on the translation of the Acquis Communautaire from English into Serbian (translated 582 pages in 2011)
- ▶ Confirmation available on request

English-Serbian In-House Translator / Simultaneous and Consecutive Interpreter

Petroleum Industry of Serbia - Pancevo Oil Refinery - April 1997 to September 2009 - Full-time - Pancevo - Serbia and Montenegro

- ▶ TRANSLATING:
 - ▶ manuals, instructions, guidebooks on chemical, mechanical, civil and electrical engineering
 - ▶ modernisation projects, material on new technologies
 - ▶ texts for the ICT and R&D Departments
 - ▶ commerce, finance and economy related documents
 - ▶ contracts and other legal documents
- ▶ INTERPRETING:

- consecutive, simultaneous, chuchotage, liaison interpreting at meetings with foreign partners and at conferences

Freelance Translator and Independent Consultant

Serbian City Club <http://www.serbiancityclub.org/> - Since March 2012 - Freelancer - London - United Kingdom

- Providing translation services to the Club's members
- Consulting and assisting with the maintenance of the Club's website

Freelance Translator

The Institute for Standardisation for Serbia and Montenegro in cooperation with the Danish Technological Institute - January 2005 to September 2006 - Freelancer - Belgrade - Serbia and Montenegro

- Translating ISO, IEC and EN technical standards from English into Serbian in the scope of EU/CARDS project "SCG – Quality"
- Translated in total 39 standards, amounting to 1724 pages

Freelance Translator

Transparency Serbia - February 2003 to April 2010 - Freelancer - Belgrade - Serbia and Montenegro

- Translating legal and political texts from Serbian into English
- Publications of legal, administrative and political texts translated from Serbian into English:

Introductory notes, Chapters 1 & 2 of "Financing Presidential Electoral Campaign in Serbia 2004" – Transparency Serbia

http://www.transparentnost.org.rs/stari/english/PUBLICATIONS/presidential_electoral_2004.pdf

Parts of "Conflict of Public and Private Interest and Free Access to Information" – Legal Assessment and Field Research - Serbia 2003 – Transparency Serbia

<http://www.transparentnost.org.rs/stari/english/PUBLICATIONS/conflict.pdf>

Freelance Translator

Serbian Ombudsman Office - March 2010 to October 2011 - Freelancer - Belgrade - Serbia and Montenegro

Translating texts from Serbian into English and vice versa, related to public administration, rights of citizens, Twinning Project

Translation Project Manager

Universal Language Solutions - May 2016 to October 2016 - London - United Kingdom

- Handling all aspects of multiple translation projects in a fast-paced environment
- Coordinating all project phases, from initial contact with the client, through placing texts with appropriate translators and proofreaders, performing quality checks on translated and proofread files, to delivering completed translation projects to the client and invoicing
- Establishing and maintaining excellent relationships with both suppliers and clients
- Recruitment of freelance translators/proofreaders
- Management of long-term projects and commercial accounts

Freelance Journalist

Freelance - Since February 2013 - London - United Kingdom

- Promoting and writing reports, both in English and Serbian, on the cultural events related to the Serbian community in London
- Texts published in the British-Serbian online magazine "Britic" and Serbian Broadcasting Company's (RTS) website - the diaspora section

SKILLS

Diploma in Public Service Interpreting

DPSI in English Law

ISO 17100

Certified Translator

Qualified Member of the Chartered Institute of Linguists

MCIL

Qualified Member of the Institute of Translation and Interpreting

MITI

Court Translator/Interpreter (English to Serbian & Serbian to English)

Official seal acquired in Serbia

Translation/Interpreting

- Editing
- Proofreading
- Subtitling
- Localisation
- Consecutive and simultaneous interpreting



CAT Tools

SDL Trados Studio 2021, TagEditor (8.0), Tstream Editor 4.2, memoQ, Wordfast

EDUCATION

MA in the English Language and Literature

FACULTY OF PHILOLOGY - UNIVERSITY OF BELGRADE

Certificate of Proficiency in English

UNIVERSITY OF CAMBRIDGE, LOCAL EXAMINATIONS SYNDICATE

Since December 2001

Prince2 Foundation Certificate

APMG INTERNATIONAL

Since 2014

INTERESTS

Music

Playing the violin

Travel

Always eager to learn about new cultures and traditions

Film

A true movie buff!

Literature

Particularly interested in the English literature, as I studied it at the University