

# TRANSLATION SPECIALIST

CELCER, Jelena

## CONTACT INFORMATION

**Address:** Ivekovićeva 2, 51000 Rijeka, Croatia  
**Email:** [info@prijevodi-babel.eu](mailto:info@prijevodi-babel.eu); [jelena.kalcic@gmail.com](mailto:jelena.kalcic@gmail.com)  
**Mobile:** +385 95 845 9369  
**Website:** [www.prijevodi-babel.eu](http://www.prijevodi-babel.eu)  
**LinkedIn:** <https://www.linkedin.com/in/jelena-celcer-11823018/>



## I AM

- English to Croatian translator
- Certified Croatian Language Proofreader
- Court Interpreter for English Language

## YEARS OF EXPERIENCE 10+

## PROFESSIONAL EXPERIENCE

- 2013 onwards: self-employed freelance translator and proofreader  
Sole proprietorship trade:  
*Babel, obrt za prevoditeljske i intelektualne usluge*  
*Ivekovićeva 2, 51000 Rijeka, Croatia*
- 2010 – 2013: Ciklopea Ltd.  
Worked as: In-house translator, In-house proofreader, Project Manager
- 2007 – 2010: freelance translator and proofreader

## AREAS OF WORK

- Law and legal texts
- EU-related translations: for the institutions and courts of the EU, EP, EC;
- Business and administration, project documentation;
- Education: presentations, web-pages, teaching materials, publications;
- Marketing
- Technical texts: user instructions and operating manuals (in the fields of IT, appliances, automotive)
- Tourism
- Localization & IT
- Life Science

# **TRANSLATION SPECIALIST**

CELCER, Jelena

---

## **COMPUTER SKILLS AND CAT TOOLS**

- Main CAT tool: Trados Studio 2019
- Other CAT tools: MemoQ, Memsource, Translation Workspace, Wordfast, MateCat, Idiom, Nemo, T-Stream Editor, Omega T
- Obtained ECDL certificate
- Excellent command of MS Office package
- Excellent command of online databases

## **SERVICES PROVIDED**

- Translation
- Certified translation
- Certified proofreading
- Editing

## **MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS**

- Association of Court Interpreters and Translators (STIP) – Branch in Rijeka
- Association of Interpreters at the Croatian Chamber of Commerce

## **FORMAL EDUCATION**

- 2012: Certified Croatian Language Proofreader (Faculty of Humanities and Social Sciences, University of Rijeka)
- 2010: Certified Court Interpreter for English Language (County Court in Rijeka)
- 2009: Professor of Croatian Language and Literature and English Language and Literature (Faculty of Humanities and Social Sciences, University of Rijeka)

## **CONTINUOUS PROFESSIONAL EDUCATION**

- Croatian Language for Translators II (2020)
- Translation in Tourism (2020)
- Digital Marketing (2020)
- Content Writing and SEO (2020)
- Consecutive Interpreting (2019)
- Introduction to Consecutive Interpreting (2019)
- Translating Legal Terminology (2019)
- Presenting and Public Speaking (2019)
- GDPR for Translators (2018)
- IT for Translators (2018)

# **TRANSLATION SPECIALIST**

CELCER, Jelena

---

## **PRESENTATIONS AND WORKSHOPS**

- Croatian Language for Translators (2019) – workshop I presented in March 2019
- Speaker at the round table Importance of Croatian Language for Translators (March 2019) organized by the Association of Court Interpreters and Translators (STIP) – Branch in Rijeka at the Faculty of Humanities and Social Sciences, University of Rijeka