

## PERSONAL INFORMATION



## Emmanuel Nekic

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Date of birth 03/06/1978

## JOB APPLIED FOR

## WORK EXPERIENCE

01/04/2017–Present

**Freelance Translator and Interpreter**

UN and EU Accredited free-lance interpreter, Geneva/Brussels

- Simultaneous Interpretation: European Commission, WTO (ACP Group), Institute of Democracy and Cooperation, Global Alternative Water Forum
- EU CAST Translation Laureate for English and German into French
- Translation from Croatian into French : birth certificates, commercial contracts, visa documents, government position papers, EU legislation
- Translation into FR: translation of political and legal texts for the agencies Semiotic transfer, HL TRAD, DFAE (CH), Agatrad Translation
- Dummy booth at UNOG and DG SCIC

15/02/2014–14/02/2017

**Assistant to the Human Resources Director**

DG Interpretation, EU Commission, Brussels (Belgium)

- Preparing and finalizing notes in ARES
- Drafting correspondence for the Head of Unit; carrying out administrative tasks
- Coordinating with other SCIC.S units and the Office of the Director-General; translating for the Internal Communications Sector
- Managing incoming emails
- Organizing meetings including promotion and annual evaluation meetings
- Giving speeches within the PASS Program for applicants to the freelance accreditation tests

14/12/2013–14/12/2014

**Legal &Linguistic Assistant**

Directorate for Legislative Acts, European Parliament, Brussels (Belgium)

- Formatting adopted texts and amendments in the Parliament's publishing tool
- Providing legal advice to Members on drafting EU legislative proposals in INTA and AFET Committees
- Coordinating and supervising translation into Croatian of EU legislation
- Liaising with other departments (Publications Office, DG Translation, Plenary Service, Legal Service, Presidency)
- Managing EUR-Lex database in relevant areas

01/09/2006–30/08/2009

**Visa and Consular Affairs Officer**

French Embassy, Moscou (Russia)

- Drafting press announcements for the Russian press
- Analysing touristic and business flows between Russia and the EU with business leaders, the tourism industry and State officials
- Key-person for the management of visa officers including ethics
- Training and working methods
- Coordinating EU Consular Affairs Working Group

01/04/2002–31/03/2004

#### **EU Cooperation Adviser, French Embassy in Zagreb, Croatia**

French Embassy in Zagreb, Zagreb (Croatia)

- Organizing workshops and seminars on EU Accession
- Drafting technical notes on croatian politics and policies
- Cooperating with line ministries on Justice & Home Affairs and Regional Development
- Drafting projects submitted to EU financial instruments managed by the EU Delegation
- Organising diplomatic seminars for diplomats of South-Eastern Europe.

### **EDUCATION AND TRAINING**

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19/09/2010–10/01/2013

#### **Master's Degree in Conference Interpreting**

University of Geneva, Geneva (Switzerland)

- Consecutive and Simultaneous interpretation from Russian, English and German into French.

05/09/2000–30/06/2001

#### **Master's Degree in European Studies**

College of Europe, Warsaw (Poland)

- Lavoisier Scholarship
- EU Enlargement Policies, EU Law, EU CFSP, History of the EU
- Thesis on UN Sanctions on SFRY

15/09/1996–30/06/1999

#### **Bachelor in Political Science**

Institute of Political Science, Toulouse (France)

### **PERSONAL SKILLS**

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Mother tongue(s) French, Croatian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	C2	C2	C2	C1	C1
Croatian	C2	C2	C2	C2	C1
Russian	C2	C1	B2	B2	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Excellent communication skills as a multilingual talent accustomed to various audiences and different

settings.

**Organisational / managerial skills**

- I am able to work on my own and within a team
- I work with verifiable assumptions and I focus on arguments
- I take people's view into account and value feedback both ways

**Digital skills****SELF-ASSESSMENT**

Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Basic user	Proficient user	Proficient user

[Digital skills - Self-assessment grid](#)

Ares, Decide, Egreffe, EUR-Lex