

## Curriculum Vitae



Galina Kotarica  
5 Rade Koncara St.  
23000 Zrenjanin  
Republic of Serbia  
Tel. 064 14 14 012, 023 53 89 55  
E-mail [galinakotarica@yahoo.com](mailto:galinakotarica@yahoo.com)  
Date of birth 23.08.1973. – Balta, Republic of Moldova

Legal attorney graduate – masters

### **Specialties and skills**

Written and oral translations from Romanian and Russian to Serbian and vice versa. Completed elementary English language course and intermediate Italian language courses. Attended French language classes at school (reading and writing French skills are very good, translating with the aid of the dictionary).

Professional translator since 2001. Participated as the translator in the Cross-border cooperation projects “Romania–Serbia 2004-2006”, European Union projects and for “Boje–Culori” newspapers.

Translated various judicial decisions and business documents for various companies from various fields (medicine, agriculture, sports, tourism etc) from Romanian and Russian languages to Serbian. Translated business correspondence between Zrenjanin Chamber of Commerce Jaroslaw district Chamber of Commerce, Russian Federation. Also translated various contracts for Europrogres DOO company from Novi Sad.

Holding valid driver’s license for passenger vehicles since April of 2007.  
Judicial translator for Romanian language.

Advanced computer skills and knowledge in: Microsoft Office Word, Excel, PowerPoint and Internet. Completed IT course at the University of Novi Sad's Technical Faculty "Mihajlo Pupin", Zrenjanin (PC introduction, Windows 2000 OS and Office 2000).

Excellent written and verbal communication skills.

### **Work experience**

November 1993 – September 1994

Temporary replacement position as the Judicial secretary at the Riskanj district primary court, Republic of Moldova.

September 1994 – April 1996

Employed as the 1<sup>st</sup> and 4<sup>th</sup> grades elementary school teacher, Republic of Moldova.

April 1996 – November 1999

Employed as the Judicial assistant in the Kishinev, Republic of Moldova.

1999 till present

Working as the freelance translator for Romanian, Russian and Serbian languages. Worked for various companies, Zrenjanin Chamber of Commerce, and Social Welfare Office Zrenjanin.

### **Education**

Completed elementary school in Mosheni, Republic of Moldova.

Completed secondary Pedagogy Vocational School in Orhey, Republic of Moldova.

Enrolled in the Moldova State Law University in 1994. Graduated in 2000 with 8.5 grade point average.

Diploma was licensed in Serbia on 16.09.2009. at the Union University in Belgrade.

### **Marital Status**

Married, two children.