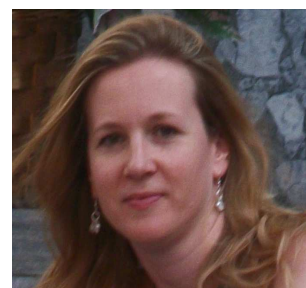


CURRICULUM VITAE

PERSONAL

Name: Tihana
Family name: Babić
Date of birth: 21.05.1974
Place of birth: Split
Nationality: Croatian
Home address: Zagreb, Poljačka 65
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EDUCATION & PROFESSIONAL TRAININGS

2011	Seminar for translators and court interpreters INCREATUS
2007	Seminar INTEGRA "Translator's Tools (WordFast, Trados)"
2004	Certified court interpreter for German language
2004	Seminar INTEGRA "Practice of Court Interpreters"
1998	German language and Linguistics (University Degree), Faculty of Philosophy in Zagreb
1988 - 1992	High school (emphases on languages) in Split
1980 - 1988	Primary school in Split

PROFESSION

May 1998 Diploma:
Professor of German language and literature, Certificate in Linguistics

PROFESSIONAL EXPERIENCE

Since November 2010

Owner of a trade for translation services
“LITTERA PODUKA I PREVODILAŠTVO”

- a) Translation services - per translation card/ word count
 - German/English to Croatian
 - Croatian to German/English
- b) Translations verified by a court interpreter - per translation card /word count:
 - German/English to Croatian
 - Croatian to German/English
- c) Software localization (SAP)
- d) Revision services
 - Revision/proofreading of translated documents or original texts
- e) Other services (business advisory)
 - Obtaining work permits/temporary stays for non-residents
 - Preparation of business proposals and contracts

Translation focus:

- Reports (status reports, audit of financial statements, due diligence, management reports)
- Tax opinions, resolutions by tax authorities
- Assessments of relevant authorities
- Meeting minutes
- Agreements, engagement letters
- Invoices and bookkeeping records
- General business correspondence
- Forms of annual financial statements
- Web pages, marketing documents
- Newsletters, brochures, articles in professional journals
- Powers of authorization, verifications by notary public, incorporation deeds, court excerpts and other legal documents
- Other business documentation
- Technical documents, certificates
- Medical and pharmaceutical texts
- Construction projects, building development
- Tourism
- Birth certificates, diplomas, certificates, personal documents
- Clearance certificates, residence certificates
- Other documents and translations at request

References:

- PricewaterhouseCoopers
- TPA Horwath (consulting and audit company)
- Confida Revizija (consulting and audit company)
- dm drogerie markt
- Hypo Alpe-Adria-Bank
- Trgovački centar Zagreb (West Gate)
- Morphologic Localisation, Hungary
- Dermapharm AG/Farmal d.d.
- Real Innenausbau AG
- Stiefelkoenig
- EVN AG
- M2 group
- Eibl & Wondrak
- E-Control GmbH
- Signa Verwaltungs GmbH
- District court in Zagreb
- Commercial court in Zagreb
- Zagrebačka pivovara
- Bramont
- Increatus
- Par Lux

November 2008 – October 2010

Assistant to the Board „TPA Horwath d.o.o.”
(international company for audit, bookkeeping and tax consulting services)

- Assistance to the Management
- Preparing and processing of proposals and engagement letters with clients in German, English and Croatian language
- Contacts with international clients
- Certified translations for regulatory department (articles of association, powers of attorney, court excerpts, management reports, personal documents such as birth certificates, clearance certificates and similar)
- Translation of law texts and publications, collective agreements
- Translation of audit reports, due diligence reports, valuation reports, assessments of tax authorities, agreements
- Translation of web pages, marketing materials, articles in professional journals
- Marketing services, presentations
- Other assignments and coordination with partners

- September 2007 – October 2008* Translator at „IB Grant Thornton Consulting d.o.o.“ Zagreb (Austrian company for audit and consulting services)
- Translation of annual financial statements and independent auditor's reports, coordination at preparing reports
 - Preparing and translating of audit agreements
 - Various certified translations Croatian-German and German-Croatian for tax and state authorities
 - Internet payment transactions for clients
 - Simultaneous and written translations of bookkeeping records, tax opinions, written correspondence with public authorities
 - Other office duties and responsibilities
- November 2004 – August 2007* Translator at “Poslovni centar Branimir” d.o.o. – an International Business Center in Austrian ownership
- Diverse translations (German, English and Croatian) of agreements, legal documents, documents for marketing activities (brochures, invitations, webpage), financial statements and audit opinion reports, due diligence etc.
 - Oral translations for public notary, translation of documents for the founding of a company
 - Preparation of documents for getting a work permit for the management
 - Translation of the newspaper articles for the management
 - Contacts with clients and presentation of the business activities at PCB
- January 2002 – September 2003* Secretary – translator at „CONFIDA – ZAGREB d.o.o.“, (Austrian audit and consulting company)
- Office management and administration
 - Translation of audit and business reports (Croatian, German and English), contracts, estimations and different kind of expert evaluations, invoices, offers
 - Correspondence with clients
 - Internet payment procedures

September 1998 – Decem. 2001

Secretary – translator at Hypo Alpe-Adria-Bank d.d.
(Board Assistants and Special Projects Department)

- Preparation and translation of business and technical correspondence in Croatian, German and English
- List of invoices, translating of internal and external memos for the Board
- Taking minutes
- Organization of daily meetings etc.

1996 - 1998

Part time job as an assistant to Austrian education representative (KulturKontakt) – consecutive translations

PC AND OTHER SKILLS

PC knowledge (Word, Excel, Power Point, Outlook, Internet Explorer): very good

CAT tools: Trados

Valid driving licence

HOBBIES

Travelling, movies, literature