


PERSONAL INFORMATION



JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Marija Pejovic

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Sex Female | Date of birth 28/05/1981 | Nationality Montenegrin

Translator/Captioner/Editor/Proofreader

WORK EXPERIENCE

2012 - present

English Language Teacher

Elementary/Secondary School *Stampar Makarije*

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- assign and grade class work, homework, tests and assignments
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by law, district policies and school regulations
- maintain discipline in accordance with the rules and disciplinary systems of the school
- participate in department and school meetings, parent meetings
- keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Business or sector Tertiary Industry

WORK EXPERIENCE

2020 - present

Freelance Captioner/Translator

Post Haste Digital

- produce, proofread, and revise all captions of assigned material
- write, format, and provide captions for TV series
- compose, review, and edit captions of a variety of TV series
- prepare and present closed captions of audio/video content for audience with hearing disorders
- translate subtitles

Business or sector Tertiary Industry

WORK EXPERIENCE

2020 - present **Freelance Translator**

STARSKA translations

- Translate/Proofread/Edit on demand from English to Serbian / Montenegrin

Business or sector Tertiary Industry2020 - present **Freelance Captioner/Translator**

Collot Baca

- produce, proofread, and revise all captions of assigned material
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- translate subtitles

Business or sector Tertiary Industry2018 - present **Freelance Translator**

Mot-tiff translation and localization company

- translate pet food labels

Business or sector Tertiary Industry

WORK EXPERIENCE

2016 - present **Freelance Captioner/Translator**

Deluxe Localization

- produce, proofread, and revise all captions of assigned material
- write, format, and provide captions for TV series
- compose, review, and edit captions of a variety of TV series
- prepare and present closed captions of audio/video content for audience with hearing disorders
- translate subtitles

Business or sector Tertiary Industry

WORK EXPERIENCE

2016 - present **Freelance Translator**

Comtel

- translate and proofread manuals and technical guides for security cameras and alarms

Business or sector Tertiary Industry

WORK EXPERIENCE

2000 - present Freelance Translator/Proof-reader/Editor

- Translate/Proofread/Edit on demand from English to Serbian / Montenegrin for agencies that employ freelancers (technical documents, legal, scientific, youth, sports, literary, educational and commercial documents, data sheets, presentations, technical manuals, news articles)
- Provide translation services on a regular basis to local companies. Revise the texts produced by external translators and other members of the team to ensure the quality and consistency.
 - Elnos Group (International electrical engineering concern)
 - Europcar (Rent-a-car agency)
- Translate written educational, scientific and medical documents from English into Serbian for PhD thesis for Dr Ana Popovic.
- Translate case studies in dermatology from Serbian into English (presented at international seminars) for Dr Ana Popovic.
- Translated articles for *Luxury Inflight Magazine*

Business or sector Tertiary Industry

WORK EXPERIENCE

2009 - 2010 Project Coordinator

NGO CAZAS

- Coordinating projects: Prevention program, Psycho-social support and help, Work with vulnerable groups, Advocacy and lobbying and Awareness raising program
- Fundraising
- Coordination, implementation and reporting of the projects (program and finance)
- Monitoring and evaluation of the projects realization
- Maintained and monitored project plans, project schedules, work hours, budgets and expenditures
- Documented and followed up on important actions and decisions from meetings
- Prepared necessary presentation materials for meetings
- Provided administrative support as needed
- Assessed project risks and issued and provided solutions where applicable.
- Maintenance of the website
- Creating and writing monthly newsletter

Business or sector Non Profit sector

WORK EXPERIENCE

2006 - 2008 Assistant Manager

Educational Centre Montenegro – International Bookshop (representative for numerous foreign publishers)

- Correspondence with foreign publishers and local customers
- Recording of financial transactions
- Entering text information into a computer and analyzing for inventory and purchasing purposes.
- Coordinating sales promotion activities, developing and implementing advertising strategies and preparing textbooks and non-related products for merchandise display.
- Examining, selecting, ordering, and purchasing text material at the most favorable price consistent with quantity and other requirements.
- Building relationships with faculty and staff via in-store and out-of-store activities and communications. Working with book publishers and wholesalers to ensure on-time delivery.
- Responsible for and performing daily store operations as needed, which includes open/close store, cash handling, etc.
- Performing other duties as assigned by Store Manager (i.e. cash register operation, shipping and receiving duties, etc.)

Business or sector Tertiary Industry

EDUCATION AND TRAINING

2000 - 2008 **Bachelor of Arts in English Language and Literature**
Faculty of Philosophy, Department for English Language and Literature, University of Montenegro, Nikšić, Montenegro

PERSONAL SKILLS

Mother tongue(s) Serbian / Montenegrin

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	B2	B2	B2	B2	B2

Communication skills Experience gained while working in CAZAS with people of different background, nationality, confessions as well as working with children of various age at school, and everyday contact with people in working with customers helped develop following abilities:

- Able to work effectively as an individual and in a team environment;
- Able to establish and maintain good working relations with people of different backgrounds;
- Able to make and nurture contacts with individuals and groups in a variety of settings;
- Able to reflect on self and others;
- Able to listen and observe in a variety of ways and to use these as a tool for learning and effective working.
- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities
- Empathic listener and persuasivespeaker
- Easily understand and solve technical problems
- Handling complaints from parents, clients, customers, or citizens

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

- good command of Microsoft Office suite (Word, Excel, Power Point, Outlook)
- good command of Google Drive (Docs, Sheets, Slides, Forms)

Driving licence B