

Jelena Burgic

Professional Translator/Interpreter since 1997

Key qualities:

Thoroughness, accuracy, consistency, focused on preserving the meaning with all subtleties and nuances of the source language while making the sentence sound natural in the target language.

Languages:

Source languages:

English
French
Serbo-Croat
Bosnian
Montenegrin

Target languages:

English
French
Serbo-Croat
Bosnian
Montenegrin

Services:

Translation, interpretation, editing/proofreading, summarizing, dubbing, subtitling, transcription

Specialization:

Poetry/Literature
Wine/Viticulture
Journalism/Media
Government and Politics

Pursuing Specialization in:

Medical
Archeology
Architecture

Also working in:

Culinary/Cooking
Social Sciences
Tourism & Travel
General

Construction
Business/Financial
Economics
Law/Patents

Professional Experience

2001 – 2011 Translator/Interpreter for U.S. Government (USAID) and USAID funded Foreign Assistance projects. Scope of work: translating technical and general documents; translating, editing and proofreading USAID bulletin articles and web site articles, success stories and press releases; translating contracts, Memoranda of Understanding and diplomatic correspondence; translating and summarizing articles, news, reports and clippings from different media sources; Interpreting at high-level meetings, events, conferences and site visits.

Meaningful Language

11723 Melones Circle Gold River CA 95670

+1 510 529 6310

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1997 – 2001

Translating project proposals, reports, business reports and reviews, financial audit reports, political reports, construction specifications, legal documents, media clippings, articles, reviews, novels, political novels, histories, tourism guides, outreach material, technical manuals, general correspondence; Interpreting at international conferences, high-level diplomacy meetings and events, major sports competitions, and cross-border cooperation events

Professional memberships and awards:

- Member of American Translators Association
- Member of Association of Professional and Scientific Translators, Novi Sad, Serbia
- Meritorious Honor Award for High Level of Professionalism, U.S. Embassy Belgrade, Serbia
- Certificate of Appreciation for High Level of Professionalism, USAID Mission to Serbia and Montenegro

Professional qualifications:

- Cambridge University Certificate of Proficiency in English (2005)
- Novi Sad Faculty of Philosophy, Department of French Language and Literature (1995-1999)
- French Chamber of Commerce and Industry Certificate for French Language in Economy and Commerce (1995)
- French Chamber of Commerce and Industry Certificate for French Language in Secretarial Business (1993)
- Philological Gymnasium, Modern Languages Translator - English (1995)
- USAID Certificate for Project Design and Management
- USAID Certificate for Planning Foreign Assistance
- USAID Certificate for Effective and Efficient Use of MS Office Tools

References:

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