**Jelena Mrdja**

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**SUMMARY**

A highly motivated, talented, and creative professional with over 10 years of experience as a translator and a language coach. Demonstrated excellent written and verbal skills in English, Serbian, Bosnian and Croatian languages; intimate familiarity with cultures. Excellent interpersonal and organizational skills; with extensive knowledge of vocabulary.

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**PROFESSIONAL EXPERIENCE**

Marketing & Executive Assistant Dragan Shoes, Los Angeles, CA 5/2010-Current

* Successfully manage multiple account projects simultaneously, using effective time and priority management skills
* Provided language/linguistic skills to convert highly specific design descriptions from Serbian to English and vice versa
* Spokesperson and presenter at trade shows and conferences utilizing bilingual skills
* Assisted in the development and management of business relationships with high end boutiques and retail shops in Los Angeles and New York
* Liaison between the Serbian manufacturers and CEO

Language & Dialect Coach Strommen Tutoring, Los Angeles, CA 3/2011 – Current

* Coached actors for the video game “Resident Evil” using proper Serbian language.
* Coached actors of the CBS show “The Exes” translating script for actors to speak in Serbian language.
* Performed legal document translation from Serbian to English.

Personal Assistant New York, NY 5/2009 – 10/2010

* Provided emotional and personal support to a terminally ill cancer patient.
* Kept all doctor’s appointments and relayed all medical reports to family.
* Assisted the family caregivers in errands including shopping, setting appointments, scheduling activities for the family, and meal preparation.

Club-Manager Safe, Belgrade, Serbia 2006-2009

* Created events for VIP guests and created marketing promotions strategy.
* Managed a staff including bartenders, waitresses, bookkeeper, and hostess.
* Created a fun and energetic atmosphere that led to the clubs success.
* Maintained all record including employee files and bookkeeping.

Acting Coach School for Talented Children, Belgrade Serbia 2005

* Facilitated classes for up to 30 students ranging in age from 6 – 11.
* Promoted program through networking and outreach to local schools.

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**EDUCATION**

Academy of the Dramatic Arts Belgrade, Serbia 5/2007

* **B.A. Acting**

University of Belgrade for Languages Belgrade, Serbia 2000-2003

* **Arabic and English**