

# Cveta Kundtz

Washington, D.C. Metro Area  
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## Language pairs

- Macedonian (native) to/from English
- Bosnian-Croatian-Serbian to English

## Software

- **Operating Systems** – Windows 8 and OSX
  - **CAT Tools** – SDL Trados Studio 2011, WordFast Anywhere, and OmegaT
  - **Productivity Tools** – Microsoft Office, Adobe Acrobat, Adobe Illustrator.
- Computer skills include transcription and data entry.

## Professional Organizations

- Associate Member of the American Translators Association (ATA)
- Member of Translators Without Borders
- Member of the ProZ.com

## Professional Experience

### **Job position: Freelance Translator**

Jan. 2012 – Present

CK Translations LLC, Virginia

- Specialties: **General Medical, General Legal, and Subtitling**
- Perform translation and interpretation services for commercial and government clients such as the VA.
- Perform legal translations of documents used in court proceedings.

### **Job position: Administrative\Language Assistant**

Feb. 2002 - Dec. 2004

OSCE - Mission in Skopje, Macedonia

- Specialties: **Law Enforcement, Training, Education, and General Translation**
- Performed translation and interpretation services between the English and Macedonian languages for the Police Development Department of OSCE at the Police Academy of Macedonia.
- Responsible for translating written materials and interpreting during seminars for the Drug Unit, Human Trafficking Unit, and the Basic and Border Police course.
- Assist in organizing conferences, seminars, training courses, and meetings with a variety of national and international attendees.
- Provide written translations of legal, administrative, and technical documents, as well as training material and all types of correspondence.

**Job position: Linguist**

July 1999 - Nov. 2001

TRW Systems Overseas Inc. Camp Bondsteel, Kosovo

- Specialties: **Defense, Military, Medical, and General Translation**
- Performed translation and interpretation services between English and Serbian languages for the U.S. Armed forces in Kosovo.
- Translated legal documents for the U.S. Army.
- Performed simultaneous interpretation during meetings between local community members and U.S. military leaders.
- Conducting sensitive missions with numerous unit commanders in high risk environments.
- Conducted foot patrols with Infantry Units in austere environments to interpret discussions with host nation community members, city officials, and radio shows.
- Translated documents and interpreted during meetings between local vendors and members of the U.S. Defense Logistics Agency.
- Visited and interpreted for the benefactors of humanitarian aid such as school officials.
- Provided translation and interpretation services to other units like the Logistical Task Force, Medical Unit, Special Forces, and Open Source Intelligence.