


## PERSONAL INFORMATION



## Dunja Seljaković

 Lutvinka 1/3, 35000 Slavonski Brod (Croatia)

 (+385) 915179268

 dunja.seljakov@gmail.com

## Translator

## WORK EXPERIENCE

02/2014–02/2016

## Translator

ĐĐ TEP d.o.o., Slavonski Brod (Croatia)

Technical translation of documents such as requirements specifications, letters of inquiry and offers for machines and equipment maintenance, office memos, business e-mails, minutes, laws and regulations, etc.

Translations to and from: English, Russian, Croatian.

05/2013–12/2014

## Translator

Vastuveda d.o.o., Zagreb (Croatia)

Translation of texts in the field of mechanics, business correspondence, medicine and philosophy, from Russian to Croatian and vice versa.

Proofreading and translation adjustment of books and brochures.

Translation of a book by Grigori Grabovoi.

11/2011–06/2012

## Cataloguer

Faculty of Humanities and Social Sciences, University of Zagreb, Zagreb (Croatia)

Listing a book legacy donated to the new library of the Faculty of Philosophy in Zagreb by a renowned academician, historian and theoretician of literature Aleksandar Flaker.

Transliteration of book titles in Russian, Polish, Hungarian, Slovenian, French, Italian.

Reading signatures and all the important data of the publication.

## EDUCATION AND TRAINING

09/2009–09/2012

## MA in Russian language and literature and MA in Comparative literature

EQF level 7

Faculty of Humanities and Social sciences, University of Zagreb, Croatia, Zagreb (Croatia)

Literary criticism, history and theory of literature.

Analysis of films and literary works (psychoanalytic approach, structuralism, feminist criticism), theater studies and dramaturgy.

Translation from Russian to Croatian and from Croatian to Russian language (e.g. business language, translating poetry, prose translation, translation in the field of tourism).

09/2005–09/2009

## BA in Russian language and literature and BA in Comparative literature

EQF level 6

Faculty of Humanities and Social sciences, University of Zagreb, Croatia, Zagreb (Croatia)

Phonetics, morphology, syntax and grammar of Russian language.  
 Reading of Russian great works of art in Russian.  
 Introduction to Russian life, history, culture and heritage.  
 History, theory and criticism of world literature as well as theatre and film studies.

**PERSONAL SKILLS**

Mother tongue(s) Croatian

Other language(s)

|   | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---|---------------|---------|--------------------|-------------------|---------|
|   | Listening     | Reading | Spoken interaction | Spoken production |         |
| English   | C2            | C2      | C2                 | C1                | C1      |
| IELTS, Academic level, score 8<br>Four certificates from four years of classes at the Centre for Education and Translation Services Lingua<br>Eight years of classes in elementary school and high school |               |         |                    |                   |         |
| Russian   | C2            | C2      | C1                 | C1                | C1      |
| MA in Russian language and literature   |               |         |                    |                   |         |
| Spanish   | B2            | B2      | B1                 | B1                | B1      |
| B2.1 Eureka Certificate (Member of the British Council Exams Partnership programme)   |               |         |                    |                   |         |
| German  | B1            | B1      | B1                 | A2                | B1      |
| Four years of classes in high school and one certificate from the Centre for Education and Translation Services Lingua  |               |         |                    |                   |         |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

- Communication skills** Good communication skills acquired during traveling, as well as studying and living abroad.  
 Ability to adapt to a multicultural environment and easily engage in a conversation.  
 Respect towards the interlocutor, acquired through education and contact with people from different racial, class, ethnic and other backgrounds.
- Organisational / managerial skills** A strong sense of responsibility, accurate prioritization, good organization of my own time, acquired during my studies through the daily execution of homework and the passing of all exams within the prescribed period.  
 Settling housing issues in a foreign country and leading a community of eight people for five months.
- Job-related skills** Easy adjustment to different national and cultural environments acquired through short-term living in Poland, Spain and Russia.  
 Good skills in teamwork, gained by participating in group projects during my study and teaching fitness classes.  
 Patience, thoughtfulness and prudence.
- Digital competence** Good knowledge of Microsoft Windows 7 and 10, web browsers (Mozilla Firefox, Google Chrome), Microsoft Office tools (Word, Excel, PowerPoint).