

## PERSONAL INFORMATION

**Matko Sinčić**

 Pješćana uvala IV/8, 52100 Pula (Croatia)

 098597684

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Sex Male | Date of birth 04/07/1986 | Nationality Croatian

## POSITION

**Master of Arts in Russian and Italian language and literature**

## WORK EXPERIENCE

17/02/2016–Present

**Administrator**

FavBet sportska kladionica d.o.o., Zagreb (Croatia)

- Administrative and bureaucratic tasks
- Translation, oral and written
- Official correspondence and contract drafting
- English lessons for foreign citizens colleagues
- Work in the call center office

15/02/2015–15/02/2016

**Professional internship/training**

ZICO Turizam d.o.o.  
Mrazovićeveva 7, 10000 Zagreb (Croatia)

- tourist guide (Zagreb, Plitvice, Istra)
- planning of travel arrangements
- market research
- office and administrative jobs
- correspondence with clients
- administration of company's web page and social network pages
- translation

Business or sector Incoming Travel Agency

01/10/2013–01/12/2013

**Call center operator**

AVS Hrvatska  
Kovinska 4 A, 10090 Zagreb (Croatia)

Call center operator in an intermediary firm for loan repayments. The clients were mostly Italian citizens.

2007–2014

**part-time and temporary student jobs**

Zagreb (Croatia)

- freelance translation and interpreting
- receptionist
- video games beta-tester
- summer seasonal jobs in tourism
- bartending/ bartender help out

## EDUCATION AND TRAINING

01/10/2005–30/09/2014

**Master of Arts in Russian language and literature**

Filozofski Fakultet  
Ivana Lučića 3, 10000 Zagreb (Croatia)

Russian Language and Literature

On the 21.09.2011. I received my Bachelor's degree defending the final thesis entitled "Kasparov: athlete and politician" with very good success.

On the 30.09.2014. I graduated very good success defending my thesis "Футбольная лексика в русском языке"

01/10/2005–30/09/2013

**Master of Arts in Italian language and literature**

Filozofski Fakultet  
Ivana Lučića 3, 10000 Zagreb (Croatia)

Italian Language and Literature

On the 30.09.2013. I graduated with honors defending my thesis entitled "Il linguaggio del calcio Italia".

2001–2005

Opća Gimnazija Pula (Secondary School)  
Trierska 8, 52100 Pula (Croatia)

1993–2001

OŠ Vidikovac elementary school  
Vladimira Nazora 49, 52100 Pula (Croatia)

I finished my primary education with the highest grades throughout all eight years of schooling. As a result I received the teacher's council award for the obtained success and exemplary behavior.

## PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C2	C2
Master of Arts in Italian language and literature (FFZG)					
Russian	C1	C2	B1	B2	B1
Master of Arts in Russian language and literature (FFZG)					
English	C2	C2	C1	C2	C1

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

- I'm a very communicative and social person
- I believe I have an extensive vocabulary and rhetorical skills
- I'm a team player

Job-related skills

- I have work experience in a lot of odd jobs during my education and study

- I'm a hard-working guy

## Digital competence

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

Digital competences - Self-assessment grid

Advanced user of Microsoft Office <sup>TM</sup> tools (Word <sup>TM</sup>, Excel <sup>TM</sup> and PowerPoint <sup>TM</sup>). Experienced Internet user, occasional user of programs for editing of video and graphic material.

Driving licence B