

## Experience

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### Students Cultural Centre- SKC

2007 - Current

- **Media Centre Coordinator, Language school Manager, ELT, Translator**
- Project documentation preparation, Organization of classes for different levels of learners and different languages, translating of documents: web page, project documentation, cultural programs- agenda : folklore, literary, musical and stage.

### 034 Metal recycling, Kragujevac (production and recycling of non-ferrous metals)

2006 – 2007

- **Interpreter, Sales Manager for the European Market, Project Manager**
- Written and consecutive correspondence, dealing with clients, translating of invoices, material specifications, every day business correspondence, sales contracts, offers, shipping documents, letters of credence, Market research, follow up and prices calculations based on LME changes (London metal exchange), price negotiating, concluding deals, simultaneous translating on business meetings, Senior Experten Service SES- interpreting, daily reports ([www.ses-bonn.de](http://www.ses-bonn.de))

### Regional economic development Agency for Šumadija and Pomoravlje (managed by European Agency for Reconstruction)

2005 – 2007

- **Interpreter**
- Translating different documents :official agency`s website at [www.redasp.rs](http://www.redasp.rs), activity plan, contracts, business plan instructions, annual report, Regional Cooperation Support Programme, balance sheet, statement of operations, tax report, statistical annex, various project proposals and project documentation, grant application forms-call for proposals, TD for audit tenders, application guide, user`s guide, business plan, cash flow.

## REFERENCES & COMPLETED TRANSLATION PROJECTS

2004 - 2013

- **Obstetrics and Gynecology clinic , Pediatric Clinic, Clinical centre Kragujevac ,Institute of Public Health , Medical Faculty, ECDC (European centre for disease prevention and control) –**Translating of scientific papers English-Serbian-English, published on medical websites worldwide as well as in medical journals (e.g.BRATISLAVA MEDICAL JOURNAL, ACTA MEDICA MEDIANAE, MILITARY MEDICAL AND PHARMACEUTICAL JOURNAL OF SERBIA, ARCHIVES OF BIOLOGICAL SCIENCES, Medicinski glasnik: Ljek komore Zenicko-Doboj Kantona, MEDICAL JOURNAL), over 500 000 words translated.
- **FACULTY OF ECONOMICS,** written translation of international conference papers Serbian-English, delivered at various international conferences relating economy issues. The papers were published in the journal-Contemporary Issues in Economics, Business and Management, Faculty of Economics, Kragujevac and in the journal Reserching Economic and Entrepreneurship in Transitional Economies-University in Banja Luka.
- **TYPES OF DOCUMENTS AND AREAS :ECONOMICS**-invoices, material specifications, tendering specification, business letters and correspondence, offers, enquiries, authorizations, reports, bill of quantities, power point presentations, EU PROJECTS (logical framework, total budget, sources of funding, task description, the objective and justification of the project, detailed description of the activities ), claims, bank orders, bills of exchange, application for foreign employment, local stakeholders board, monitoring report, bill of parcels, sales conditions, articles of association, grant application forms, FDD reports, training reports.. **LEGAL DOCUMENTS**- visa applications, a project realization report, project description, registry subject authority, registration card, end user certificate, dissolution of the marriage, marital status certificate, representing-authorized persons, company registration, property estimation, articles of association, **CONTRACTS** (task realization, sale contracts, construction works, lease agreement, temporary service contracts, grant contracts), **OTHER** -university subjects curriculum, wholesale-products and f.a.q., companies power point presentations in English, catalogue text, help and consultancy with job applications in English, writing of CVs in English, preparation for the job interview in English, MA thesis summary..., **TECHNICAL DOCUMENTATION & MANUALS**-technical maintenance, car engine specifications, technical application bulletin, safety measures, product specification, digital camera instructions, radiation measurement device, risk assessment, safety plan...

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## Education

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**Faculty of Philology, University of Belgrade MA in English language and literature-English language teacher** Graduated: June 2004

- University degree in the English language and literature (relevant coursework in linguistics, translation studies, and English), completed total numbers of projected university courses

**The Association of Scientific and Technical translators of Serbia -Scientific and technical translator/interpreter (ENGLISH-SERBIAN-ENGLISH)**

Certification Date: June 2005

- Completed an intensive translator training and certification program focused on ECONOMICS, CIVIL ENGINEERING, ELECTRICAL ENGINEERING, MECHANICAL ENGINEERING, LAW TERMINOLOGY, MEDICINE, SOCIAL STUDIES
- Passed an examination covering translation best practices, ethics, effectiveness, and translation project management
- Learned directly from translation experts from around the globe on how to improve my ability to translate effectively

## Projects / Portfolio Work (PDF on Website URL)

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- ❖ **Example Translation Project MEDICINE** (2008) URL: [http://www.vma.mod.gov.rs/vsp-05\\_08-1.pdf](http://www.vma.mod.gov.rs/vsp-05_08-1.pdf)  
Ђорђевић М, Јовановић Б, Митровић С, Ђорђевић Г. Ectopic mammary tissue in vulva. Војносанит Прег 2008; 65(5):407-409
- ❖ **Example Translation Project MEDICINE** (2010) URL : <http://www.bmj.sk/2010/11106-08.pdf> Ђорђевић М, Јовановић Б, Митровић С, Ђорђевић Г, Радовановић Д, Саздановић П. Abdominal rectus muscle endometriosis after Cesarean section. Bratisl Lek Listy 2010; 111(6):345-348.
- ❖ **Example Translation Project ECONOMICS** (2007) URL : [http://www.redasp.rs/index\\_en.html](http://www.redasp.rs/index_en.html)  
REGIONAL ECONOMIC DEVELOPMENT AGENCY FOR SUMADIJA AND POMORAVLJE- official website
- ❖ **Example Translation Project ECONOMICS** (2010) URL: <http://www.fm-kp.si/zalozba/ISBN/978-961-266-098-7/papers/MIC4193.pdf>  
Influence of Social Responsibility upon Competitiveness of Companies in Serbia, Social responsibility, professional ethics, and management, the paper presented at international conference *MIC Management International Conference*, 24-27 November, 2010, Ankara, Turkey.

## Extracurricular Activities

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- Extracurricular activities- a month course in **Business English** and **German as a foreign language** (2006) completed at Heidelberger Padagogium, gemeinnutziges Bildungsinstitut GmbH, Germany
- Member of The Association of Scientific and Technical translators of Serbia , Member of ELTA (English language teachers association), participated in various seminars and workshops relating education and translating