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## EDUCATION

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- 2016**                    **Pg Dip Legal Practice, The City Law School, City University, London**
- 2007**                    **LL.B. Law (First Class Hons.), Faculty of Laws, University College London**
- 2004**                    **Certificate in Legal Method (Distinction), Birkbeck, University of London**

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## FREELANCE WORK

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**10/2003-Present**    **Freelance Translator/Interpreter**

- I have translated government reports and policy papers, labour market analyses, scientific articles for peer-reviewed journals, consultation papers, NGO reports, screenplays, news and feature articles for Radio Free Europe, as well as a range of source materials for celebrated Canadian journalist Carol Off's book, *The Ghosts of Medak Pocket*.
- I have interpreted in court, as well as during medical, legal and social services appointments.

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## WORK EXPERIENCE

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**04/2014-08/2015**    **Volunteer (Balkans Team)**

Amnesty International, London, UK

I contributed to research and campaigning, monitoring and review of press articles, policy documents, national and international organisations' reports, and other documents relevant to AI's work; translated materials into English, liaised with other teams, AI's sections worldwide, and other NGOs; assisted with various administrative tasks including archiving, and with campaigning projects devised by the team in collaboration with volunteers.

**05/2010-03/2013**    **Paralegal**

George M Riecan & Associates, Tacoma, WA, USA

I managed a caseload of industrial injury claims. I interviewed clients and witnesses, did investigative research, obtained and analysed evidence, negotiated with opposing counsel, drafted legal documents, made complex financial calculations, and represented clients in mediation conferences before the Washington State Board of Industrial Insurance Appeals. I routinely explained complex medical-legal issues to clients, advised them of their rights, and advocated for them internally and externally.

**09/2008-09/2009**    **Graduate Trainee Library Assistant**

Courtauld Institute of Art Book Library, London, UK

I assisted in a range of library activities; I regularly staffed the issue/enquiry desk, assisted students and academic staff with research, and responded to general telephone and email enquiries; processed books and other materials received on order and by donation, and dealt with invoices; catalogued new items; managed interlibrary loans; performed bibliographical checking; as well as other shared and routine daily duties. I was on a fixed-term contract for a year.

**10/2005-08/2008 Library Assistant**

UCL (University College London) Library Services, London, UK

I shelved and sorted books and other materials, staffed the issue/enquiry desk, processed new books and handled related tasks. Upon graduation from UCL, I sought more challenging full time work.

**12/2003-05/2004 Office Administrator**

Lord Cultural Resources Planning & Management, London, UK

I acted as the first point of contact, maintained electronic and paper records of accounts payable/receivable in different currencies (for which I designed a spreadsheet to replace paper file); sent and paid bills and invoices; answered the telephone; made purchases; managed a petty cash box; managed the company bank account; organized an office move to new premises; and set up a booth at a trade show, among other duties. I was on a fixed-term contract for six months.

**06/2002-09/2003 Interpreter**

IRCO (Immigrant and Refugee Community Organization) International Language Bank, Portland, OR, USA

I worked interpreted to and from Bosnian/Croatian/Serbian for a refugee assistance agency, mainly during medical, legal, and social services appointments.

**07/1999-04/2002 Researcher, Copyeditor, Writer**

Chapterhouse IMPS

I worked from home in Toronto, Canada, researching, editing, and writing for a range of reference publications and electronic databases from the Gale Group.

**06/1998-06/1999 Translator/Interpreter**

IREX ProMedia, Sarajevo, Bosnia-Herzegovina

I selected and translated news articles and wrote digests of news from a variety of local print and radio sources for the senior staff; translated letters, memos and administrative materials; arranged and interpreted during meetings between IREX staff and local media representatives; and conducted field research on the post-war media infrastructure in Bosnia for an IREX report.

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**IT SKILLS/MISCELLANEOUS**

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- *Intermediate to advanced skills with a variety of office, media(audio/video), and web/social media applications*
- *Other interests/hobbies: music, cycling, cooking, literature, photography*

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**LANGUAGES**

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English:	Fluent in speaking, writing, and reading
Bosnian/Serbian/Croatian:	Native language
French:	Basic