

Curriculum Vitae

Personal information

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Objective

To use my language skills and experience as a freelance translator and bring your clients content; their satisfaction is my satisfaction.

Language pairs

- 0 English - Serbian
- 1 English - Bulgarian
- 2 English - Montenegrin
- 3 English - Serbo-Croatian

Fields of Expertise

Automotive, Administration, Business, Customer/Client Relations, Chemistry, Electronics, Economy, Education, Gaming, IT, Manuals, Marketing, Mechanical Engineering, Medicine, Metallurgy, Mining, Law, Sales, Trading, Transportation, Websites

Expected fee

Rates depend on quantity and deadlines starting from \$0.06 per source word and I believe we can reach a mutual agreement on the price.

Profile

Working as a translator / interpreter and an HR representative for "KPOY" for 6 years, I gained a lot of experience in different fields such as administration, consulting, marketing, trading, HR management, transportation. I prepared written document translations for the company and questionnaires for different interviews, some of which I personally conducted. Moreover, being a member of a marketing company with a mobile apps development sector, "YuCent", for 2 years, I improved my knowledge concerning marketing, gaming, manual translations. On the other side, teaching English online requires utilizing English

every day that helps me maintain and further improve my English skills. I am a native Serbian speaker fluent in English with a BA in English and TEFL / TESOL certificate. Furthermore, I am working on getting Spanish A2.

Tools

Some of the tools I have used are SDL Trados Studio, SDLX, Wordfast, MemoQ MS Office, Photoshop, Internet, PowerPoint

Experience

From Aug 2012 to Nov 2018 KPOY- I worked as an HR representative and translator / interpreter between "Kpoy" and other scrap metal international companies. I prepared export documents and meeting PP presentations. Moreover, I was in charge of interviews and communication with potential clients. English to Serbian and Bulgarian translations, and vice versa, were used most of the time since this was a Bulgarian company.

From Mar 2012 to Jun 2012 RTB Bor - During that period, my main job was to translate daily reports on different activities within the company from Serbian to English. On average, I had to translate about 5000 words on a daily basis, which helped me gain knowledge about mining, metallurgy, engineering, law, exporting.

From Feb 2009 to Sep 2011 YuCent - I mainly worked on writing product and app descriptions and manual translations

Education

Faculty of Philosophy

English Language and Literature
BA in Philology, 2016

Electrotechnical High School

Electronics in Vehicles, 2007

Courses

- 4 TEFL
- 5 TESOL
- 6 A2 Spanish (working on A2)

Personal characteristics

- 7 Reliable
- 8 Self-motivated
- 9 Responsible
- 10 Flexible
- 11 Hard-working
- 12 Communicative
- 13 Well-organized

Hobbies / Interests

- 14 Basketball
- 15 Fitness
- 16 Reading
- 17 Movies
- 18 Construction
- 19 Traveling
- 20 Music
- 21 Cars
- 22 Hiking