

Curriculum Vitae
TIJANA KOSTIC



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CURRENT RESIDENCE: Belgrade, Serbia

PLACE OF BIRTH: Belgrade

DATE OF BIRTH: 15.04.1983.

E-MAIL

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WORK EXPERIENCE

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| 2002 - to date | <p>Freelance translator (English-Serbian-English)</p> <p>Among other things, with my translation team, I participated in the translation of the following technical documentation:</p> <ul style="list-style-type: none">- from Serbian into English Translation of Preparatory technical documentation for making of the Feasibility Study for Concession Award for the Construction of part of the Highway E-763 from Belgrade to Požega- Translation (from Slovenian into English) of Tender documentation st. Map2015 /0250 for the construction and finishing work and the production, supply and installation of steel structures for the 110 kv GIS with the setup of corresponding transmission lines of 110/20 kv Pekre, Slovenia)- Current translator at the Kovin Project of underwater coal mine and the construction of a dedicated 700 MW thermal power plant).- Translator during the cooperation of ESI Ltd. with China Huadian HongKong (CHDHK) and CCCC Tianjin Dredging Co. (CCCC TDC) |
| 2002 | <p>Short-term interpreter during the Parliamentary elections in Serbia for the International Election Observation Mission of the Organization for Security and Co-operation in Europe (OSCE): On-site Interpreting for the International Election Observation Mission representatives</p> |
| 2003 | <p>Short-term interpreter during the Parliamentary elections in Serbia for the International Election Observation Mission of the Organization for Security and Co-operation in Europe (OSCE): On-site Interpreting for the International Election Observation Mission representatives</p> |

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| 2005 | <p>Conference Assistant for the European Bank for Reconstruction and Development (EBRD) during the Annual Meeting of the Board of Governors in Belgrade, VIP section;</p> <p>Tasks:</p> <ul style="list-style-type: none"> - working under the general supervision of the Deputy Director of Conference Services - correspondence, clerical support, - setting-up registration area - updating records and modifying information - visitor registration and application verification - pre-and post-event support |
| 2007- 2009 | "Spell" Language School teacher , Belgrade, Serbia |
| 2008 - 2009 | Djuro Salaj School of Languages, Belgrade, Serbia English teacher |
| 2009 – 2012 | <p>TÜV SÜD Serbia Ltd.</p> <p>(now TMS CEE Ltd.: http://www.tuev-sued.de/company/locations/europe/serbia/beograd):</p> <p>2009-2010: Sales and Marketing Assistant:</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Presentation of services, presales activities, negotiation - Issuing of quotations for Quality Management and Quality Control for Medical Devices - Inter-corporation communication - Attending meetings and taking minutes - Reporting to the Operations Manager - SRB ENGL/ENGL SRB translation <p>2009-2010: Personal Assistant to General Manager</p> <p>2010 – 2012: Operations and IT Assistant; IT Responsible:</p> <ul style="list-style-type: none"> - Web-site content management - License Management - Control of compliance with Corporate IT Policy and Corporate Management Manual Process Descriptions - Reporting to the TÜV SÜD CEE Regional IT Manager - Communication with external IT support company and corporate IT department <p>2010 – 2011: Member of the TÜV SÜD Global Sharepoint Portal Development Team, (TÜV SÜD headquarters, Munich, Corporate IT department)</p> |

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| | <p>TÜV SÜD Global Sharepoint Portal: a multilanguage Platform for TÜV SÜD Group Communities, made to support crossing of departmental, divisional and regional boundaries.</p> <p>The portal was initially set as portal as the focal point for all IT themes, activities and resources, supporting the global view without sacrificing the benefits for solving local tasks, providing an adequate tool for publishing all kinds of information for various scopes and audiences as well as for collaboration on common tasks and for achieving common goals, with an objective to further become a platform for communication and collaboration for every unit of TÜV SÜD Group.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Content aggregation, selection and publishing in the project test and implementation phase - Communication with various representatives of all TÜV SÜD Group, from managerial to operational level - News and events management in the project test and implementation phase - End user testing of the Portal's functionality, customization options, user rights management, document management, filtering - Collecting and analysing user acceptance test data - Providing face-to-face and virtual support to other test users during the implementation phase - Preparing of marketing activities - Reporting to the Head of Corporate IT TÜV SÜD Group, CEE Regional IT Manager and the Project Manager <p>2011-2012: Operations and IT Assistant</p> <p>March-August 2012:</p> <p>Project coordinator of training activities of the Bor Regional Development Project funded by the World Bank (P-092999) during the Training for cooks and beauticians in Bor and Majdanpek Serbia. The training was conducted according to contractual obligations of TUV SUD Serbia with the World Bank.</p> |
| 2012 - to date | <p>Energetski Kompleks Ltd. / Energetski Sistem Integrator Ltd. Belgrade</p> <p>Project Coordinator&Translator; Personal Assistant to General Manager</p> <p>Energetski Kompleks is an SPV company formed for the purpose of the Project management of the Construction of a new coal mine and 700 MW (2 x 350 MW) thermal power plant in Kovin coal basin (Serbia).</p> <p>Tasks:</p> <ul style="list-style-type: none"> - control of project activities - organization and implementation of project activities in the office and on-site; - responsible for maintaining correspondence of the General Manager with national and international organizations, government institutions and various financial foundations; - Preparing reports on implemented project activities - Organization of meetings with interested parties, business associates, foreign visitors - Control of internal and external communication, reception of guests, - Keeping records of General Manager's daily activities |

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| | <ul style="list-style-type: none"> - Document management - Organization of General Manager's business trips - Providing logistical support to other employees - Constant project related communication in English with companies from PR China (CMEC, CHDHK, CCCC TDC, FSDI) - SRB ENGL/ENGL SRB translation |
| June 2013 – September 2015 | <p>FESTLENT Ltd., Belgrade</p> <p>FESTLENT Ltd, a private company dealing in the development of real estate investments in the territory of ex-Yugoslavia; it launched a specialized REBEC - Real Estate Belgrade Exhibitions and Conference starting from 2008, as well as REMIX production. www.rebec.rs</p> <p>REBEC conference and On-site Production Assistant:</p> <ul style="list-style-type: none"> - communication with media representatives - organising meetings, interviews - article translating and editing - event management activities in cooperation with local and international sponsors and supporters |
| March 2017 – June 2017 | English teacher at The University of Belgrade, Faculty of Philology within the English language course for the staff of the Faculty of Philology, A1 level students |

EDUCATION

2016 – to date: the University of Belgrade, Faculty of Philology, PhD student, Module – Language

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| 2012 | Completed the LRQA (Lloyd's Register Group) QMS Auditor/Lead Auditor IRCA Certified Training Course (based on ISO 9001:2008) |
| 2010 | MA in English Semantics, the University of Belgrade, Faculty of Philology, Department of English Language and English Literature |
| 2009 | CPE (Certificate of Proficiency in English, University of Cambridge Local Examinations Syndicate, International Examinations) |
| 2008 | Graduated from the University of Belgrade, Faculty of Philology, Department of English Language and English Literature |
| 2002 | Philological High School, Belgrade, Department of English Language and English Literature |
| 1997 | FCE (First Certificate in English, University of Cambridge, Local Examinations Syndicate, International Examinations) |

LANGUAGES:

Serbian – Mother tongue

English - Proficient

Italian - Basic

French – Basic

REFERENCES (available on demand)