

Andjela Jankovic

Freelance Translator

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Education

GERMAN LANGUAGE CERTIFICATE OF THE EDUCATION MINISTERS CONFERENCE, LEVEL C1

Gymnasium Panto Malisic
Berane, Montenegro
2006 – 2011

BA IN GERMAN LANGUAGE AND LITERATURE

Faculty of Philology
Niksic, Montenegro
2011 – 2014

Online Courses

EXPERTRATING VIRTUAL ASSISTANT CERTIFICATION (EXPERT LEVEL)

ALISON COURSES:

- Effective Communication Skills for Managers
- Diploma in Business Communication Skills
- Understanding Cross-Cultural Communication in International Business
- Diploma in Basic English for Business and Tourism
- Diploma in Supply Chain Management
- Diploma in E-Business
- Diploma in Accounting - Advanced Controls and Transactions
- Understanding Advanced Search using Google Search
- Microsoft Outlook 2010
- Microsoft PowerPoint 2010
- Microsoft Word 2010
- Microsoft Excel 2010
- Fundamentals of Google Docs
- Google Applications for Business
- Exploring Google Apps
- Customer Service Training
- Diploma in Social Media Marketing
- Using YouTube
- Using GMAIL
- Touch Typing Training
- Diploma in Modern Project Management Theory and Practice
- Diploma in Business Management & Entrepreneurship

2013 – 2014

TRANSLATOR

Pobsy
Podgorica, Montenegro

Legal documents
News articles

2014 - 2015

RECEPTIONIST

Nero Gym
Podgorica, Montenegro

Collecting payments
Booking
Customer Service
Accounting
Marketing

2015 - 2017

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Fiverr, Upwork
German to English
English to German

Literature
Websites
Legal documents
Product descriptions

2016 - 2017

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Blum Consulting
English to German
German to English

Blogs
Websites
E-Books