

# Luna Mrkovacki

## Curriculum Vitae

Date of birth: 23/08/1988

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## Work Experience

### Writing Dept. Supervisor for an Online Media Company      Oct, 2012 - present

- Website Translation, SEO, Sales Texts, Copywriting, Content Writing
- First Beat Media – <http://www.firstbeatmedia.com>

### Freelance Translation/Text Editing/Writing      2007 – present

- English – Serbian & Serbian – English
- Film/TV/Radio terminology
- Legal, business, medical, equestrian, animal husbandry & marine/aquatic terminology
- Miscellaneous (term papers, reports, etc.)

### Short Documentaries Translation & Subtitling      2012 & 2013

- "Diamonds of the Depths" & "The Story of a Danube Salmon"
- Serbian – English (marine/aquatic terminology)

### Travel Agent      Summer of 2012, 2014 & 2015

- Travel agency 'Plavo more LTD', Umag, Croatia
- Front desk work, including sales of accommodation and trips/excursions

### University of Cambridge – Examination Invigilator (ESOL)      2010 – present

- British Council Serbia
- Examination management
- Examination supervision

### ELTA Conference Volunteer in Novi Sad      2009 & 2011

- Front desk duties, including providing participants and guests of the conference with necessary information/instruction
- Session/Presenter assistant
- Administration

### Examination Assistant      2009 - 2010

- Faculty of Legal and Business Studies 'dr Lazar Vrkatic', Novi Sad, Serbia

## Education

### Higher Education

2007 - 2011

Faculty of Legal and Business Studies 'dr Lazar Vrkatic', Novi Sad, Serbia  
English language and linguistics graduate

- Bachelor studies – GPA 9.42
- Bachelor with honors – GPA 9.50

### Secondary Education

2003 - 2007

School of Economy & Tourism 'Svetozar Miletic', Novi Sad, Serbia

## Scholarship 2008 - 2009

- 'Dr Lazar Vrkatic' Scholarship at the Faculty of Legal and Business Studies, Novi Sad, Serbia

## Courses, Seminars & Webinars

Webinar at proz.com – Subtitles: Principles and Techniques, January 2016

Copywriting Course, December 2015 (<http://www.kurseviunovomsadu.com>)

University of Cambridge ESOL Examination (British Council Serbia)

- CPE (June 2011, grade A)
- CAE (June 2007, grade B)
- FCE (December 2005, grade A)

British Council Seminar 'New Ides, New Perspectives' (04/02/2012)

British Council Course 'Steps to Success – Continuing Professional Development' (May – June, 2011, pilot version)

## Foreign Languages

- Serbian (mother tongue)
- English (native-like proficiency)
- Italian (upper-intermediate level)
- German (upper-intermediate level)

## Computer Skills

- Apple OS X (advanced level)
- Windows/Microsoft Office (advanced level)
- The Internet (advanced level) – Google Chrome, Google Documents, Gmail, Yahoo (Mail), MSN, Mozilla Firefox, Internet Explorer, Safari etc.
- Adobe Photoshop (beginner level)

## Miscellaneous/Hobbies

- Show jumping and dressage competition rider – Equestrian Club "Granicar"  
<http://www.konjickiklubgranicar.com/index.html>
- International driver's license (categories A and B)
- Scuba diving – PADI DSD, Sinai Divers Sharm el Sheikh (October, 2011)