

## Contact

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## Top Skills

Quality Control

Administration

Interpersonal Skills

## Languages

English (Native or Bilingual) Russian  
(Native or Bilingual) Croatian (Native or  
Bilingual)

# Silvio Jolić

Deputy director of General Affairs at Institut IGH d.d.  
Zagreb, Zagreb, Croatia

## Experience

Institut IGH d.d.  
4 years 7 months

Deputy director of common affairs sector  
September 2019 - Present (3 years 2 months)  
Zagreb

- Management of company Archives and documentation
- Implementation of company-wide Document Management System (DMS)
- Coordination of company car park
- Coordination of connected departments (Translation, Procurement, Maintenance)
- Assistance to marketing department and core business logistical support

Manager  
January 2019 - September 2019 (9 months)  
Tbilisi, Georgia

Translation coordinator for Croatian/Russian/English. Monitoring the activity of supervisors in the field, as well as budget planning of company resources such as fuel and car repairs. In addition, maintaining the company archive.

Interpreter  
April 2018 - December 2018 (9 months)  
Tbilisi, Georgia

MARTERRA d.o.o.  
Director  
April 2022 - October 2022 (7 months)  
Zagreb, Croatia

Offering Architecture & Design solutions, Construction and Civil Engineering services

ABBYY LS  
Croatian and Russian linguist  
November 2017 - present

APriori Translation Company  
Russian - Croatian translator - VO  
September 2017 - present

Welead Translations Inc  
Russian/Croatian Linguist  
July 2017 - present

Translation and correction of Russian and Croatian source texts.

Transn IOL Technology Co., Ltd.  
Croatian - English translator  
July 2017 - present

BigTranslation  
Russian - Croatian translator  
June 2017 - present

Translation of retail listings and vendor posts.

Powerful Translations  
Russian - Croatian - English translator  
May 2017 - December 2017 (8 months)

Spes centar za poduke i prevodilaštvo  
Freelance Translator  
April 2017 - December 2017 (9 months)  
Zagreb

Russian - Croatian - English translations

Deluxe Entertainment Services Group  
Freelance Translator and Proofreader  
January 2017 - December 2017 (1 year)

Subtitling, proofing, performing quality checks.

Translated  
Russian Linguist  
July 2017 - November 2017 (5 months)

Translation of materials in Russian.

Wikr Group  
Russian - English translator/proofreader  
January 2017 - February 2017 (2 months)  
<http://wikrgroup.com/>  
Editing, translating and proofreading viral content. Working on articles, interactive apps and quizzes, and various other tasks.

Lbon Transcription & Translation  
Transcriber and proofreader  
June 2016 - October 2016 (5 months)

Freelance transcription of interviews, conference meetings and tv/media shows.  
Along with general verbatim and non-verbatim transcription, I am also responsible for extensive proofreading, editing and quality control of other transcripts.

Branimir Gallery  
Gallery Assistant  
April 2016 - August 2016 (5 months)  
Zagreb

T-Mobile  
Technical Support  
April 2014 - October 2014 (7 months)

Working in technical support and sales immensely improved my communication skills, patience and people skills, as well as my problem- solving abilities and improvisation.

Galko  
Translator  
June 2010 - August 2010 (3 months)  
Freelance translation of marketing and business queries.

## Education

University of J.J. Strossmayer in Osijek  
Bachelor's degree, Cultural Studies/Critical Theory and  
Analysis • (2012 - 2015)

Strukovna škola Đurđevac  
Graduate, Computer Engineering • (2006 - 2010)