

Date of birth: 11/03/1992 | **Nationality:** Montenegrin | **Gender:** Male | balsa.lipovina@yahoo.com | bakulonzi@gmail.com | Ulica 27. marta, G7 - 8/27, 81000, Podgorica, Montenegro

● WORK EXPERIENCE

TRANSLATOR

Translation/Proofreading from English/Russian into Montenegrin/Serbian and vice versa

Specializes in:

- **Economics** (banking sector, real estate documents, reports, articles, etc.)
- **Forex & Binary Options** (Forex website translation and localization, marketing materials, trading platforms)
- **Politics, law** (law in general, legal and court documents, certificates, letters of authorization, etc.)
- **Trade agreements, surveys, tourism** (menus, brochures, marketing materials)
- **Internet and technology**
- Software localization
- User manuals
- Web browsers

Also works in:

- **Energy industry** (solar/wind power, power plant solutions, generators) - general translation, translation of manuals, translation of audio files
- **Construction/Civil Engineering** (documents on the environment, construction material analysis reports, energy efficiency reports, heating, ventilation and sanitary facility documents, user manuals)
- **EU-related documents**
- **Automotive industry** (brochures, websites, customer surveys, technical documentation etc.)
- **Games / Video Games / Gaming / Casino**
- **Sports (general)**
- **Business/Commerce (general)**
- **Medicine**
- Life sciences - life sciences marketing (advertising, websites)
- Medical device - anaesthetic and respiratory, cardiovascular, general, manuals, software
- Other (legal, medical writing)
- Regulatory (education material, questionnaires, letters to/from health authorities (NCAs), PI, PL, SmPC)
- Academic articles - Congress of Perinatal Medicine, Belgrade 2015

06/2017 – 04/2019

INDEPENDENT ADVISER – MINISTRY OF SUSTAINABLE DEVELOPMENT AND TOURISM

Podgorica, Montenegro

2017 – CURRENT

FREELANCE TRANSLATOR – PROVERBUM DOO

Translation/Proofreading from English into Montenegrin/Serbian and vice versa

Novi Sad, Serbia

2017 – 2019

FREELANCE TRANSLATOR – TRANSLATED

Translation/Proofreading from English/Russian into Montenegrin and vice versa

Rome, Italy

01/2016 – 10/2016

TRANSLATOR (INTERNSHIP) – MINISTRY OF INTERNAL AFFAIRS

Podgorica, Montenegro

2016 – CURRENT

FREELANCE TRANSLATOR – CIKLOPEA

Translation from English into Montenegrin

Zagreb, Croatia

2015 – 2016

COLLEGE / UNIVERSITY TEACHING PROFESSIONAL – UNIVERSITY OF MONTENEGRO - THE INSTITUTE OF FOREIGN LANGUAGES

Russian language I and II (Grammatical and Lexical Exercises)

Russian language III and IV (Grammatical and Lexical Exercises)

English language VI (Translation from Montenegrin into English)

Podgorica, Montenegro

23/07/2015 – 01/09/2015

RECEPTIONIST – HOTEL "DVORI BALŠIĆA" AND HOTEL "PALATA VENEZIA"

Ulcinj, Montenegro

2015

INTERPRETER – HOTEL "PALATA VENEZIA"

Consecutive interpreter

Ulcinj, Montenegro

● **EDUCATION AND TRAINING**

09/11/2017 – 10/11/2017 – Belgrade, Serbia

PARTICIPANT – Balkan Language Industry Symposium

22/08/2016 – 02/09/2016 – Zagreb, Croatia

CIKLOPEA SUMMER SCHOOL CERTIFICATE – Ciklopea

Translation and Localization

CAT and QA tools workshops

2014 – 2015 – Podgorica, Montenegro

DIPLOMA OF ACADEMIC POSTGRADUATE STUDIES – University of Montenegro, The Institute of Foreign Languages

Translation Studies - Modul S5: English and Russian

Translation Studies – Modul: English and Russian

● LANGUAGE SKILLS

Mother tongue(s): **MONTENEGRIN** | **SERBIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
RUSSIAN	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DRIVING LICENCE

Driving Licence: B

● ORGANISATIONAL SKILLS

Organisational skills

- Highly organised, able to work in a team or alone, motivated by a challenge
- Analytical thinking, planning
- Accuracy and attention to details

● COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Excellent organizational skills developed through the collaboration with international clients, as well as during the time spent at the Ministry of Tourism where I worked as an independent advisor. Good communication skills gained through my experience as a receptionist in Hotel Palata Venezia in Ulcinj. In this role, I had to make guests feel welcome, manage room bookings and deal with requests that guests made during their stay.

● JOB-RELATED SKILLS

Job-related skills

- Good ability to adapt to new environments, gained through my previous work experience
- Adaptability and ability to work under pressure
- Sense of organisation

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Outlook | Power Point | Microsoft Office | Social Media |
Microsoft Powerpoint | LinkedIn | SDL Trados Studio | MemoQ Translation Software | Memsource |
Wordbee