

PERSONAL INFORMATION



Milana Popović Vindiš

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 Skype Milana Popović Vindiš

Sex Female | Date of birth 20/7/1984 | Nationality Croatian

JOB APPLIED FOR

Translator DE-KRO, KRO-DE

WORK EXPERIENCE

2018–Present

Court interpreter for German language
(Croatia)

2016–Present

Translator and owner at Berlis - obrt za prevođenje i intelektualne usluge
Berlis - obrt za prevođenje i intelektualne usluge, Varaždin (Croatia)

09/2010–Present

German language teacher at III. Primary School Varaždin
III. Primary School Varaždin, Varaždin (Croatia)

04/2010–09/2010

German language teacher at VI. Primary School Varaždin
VI. Primary School Varaždin, Varaždin (Croatia)

2010

Museum curator apprentice
City Museum Varaždin (Croatia)

EDUCATION AND TRAINING

2018

Court interpreter for German language
Appointed by the President of the District Court Varaždin, Croatia

10/2003–01/2010

Professor of German language and literature; Professor of Art History

EQF level 7

University of Rijeka, The Faculty of Humanities and Social Sciences in Rijeka, Rijeka (Croatia)

Graduate study programme:

German Language and Literature (double major)

History of Art (double major)

1999–2003

First gymnasium Varaždin, Varaždin (Croatia)

1991–1999

III. Primary school Varaždin, Varaždin (Croatia)

PERSONAL SKILLS

Mother tongue(s) Croatian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
English	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

Able to communicate effectively with a wide range of people, by showing interest and carefully listening to their needs.
 Strong presentation and demonstrating skills; Confident, articulate and professional speaking abilities.

Organisational / managerial skills Experienced, enthusing, and energizing translator with 9+ years experience in business.
 I had the opportunity to work with a wide variety of local companies and translation agencies and gain expertise in general technical projects, marketing and communications, management, IT, legal documents, general medicine etc.
 At the heart of my current role I started my own small business for translation services where I work as freelance translator and court interpreter for German language.
 My passion and goal is to continuously learn and grow within new co-working teams and to collaborate on some new projects.

Job-related skills A master's degree in German language and literature.
 Knowledge of CAT Tools (Trados 2017, MemoQ, Across)
 Knowledge of Project Management, good ability of coordination, teamwork, planning, and control techniques
 Good research skills, able to meet deadlines and organise my time effectively.
 Good cultural awareness, flexibility and adaptability. I am prepared to pick up new skills and offer new services such as transcription, copywriting, post-editing.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Proficient in MS Office Suite

Driving licence B

ADDITIONAL INFORMATION

Certifications Deutsches Sprachdiplom
 Trados 2017