

## PERSONAL INFORMATION

**Ivana Vojinovic** Metohijska 9, 11000 Belgrade (Serbia) +381652115250 ivana.vojinovic.fil@gmail.com

## EDUCATION AND TRAINING

10/2012–09/2016

**Bachelor degree in Spanish language**

University of Belgrade, Faculty of Philology, Belgrade (Serbia)

11/2016–08/2017

**Member of Association of Scientific and Technical Translators of Serbia**

Association of Scientific and Technical Translators of Serbia, Belgrade (Serbia)

One-year training course in written translation includes the following subjects:

- Theoretical issues in Translation
- Socio-political systems
- Economics
- Electrical Engineering
- Mechanical Engineering
- Civil Engineering
- Legal terminology

Working languages were English and Serbian.

10/2016–01/2017

**Certificate in consecutive and simultaneous interpreting**

Institute Cervantes, Belgrade (Serbia)

Working languages were Spanish and Serbian.

## WORK EXPERIENCE

2013–Present

**Freelance translator**

My dominant working languages are English and Serbian.

I work with Spanish too, translating from Spanish into Serbian and English.

Over the years I have translated:

- contracts and legal documents
- invoices
- personal documents (diplomas, birth, marriage and death certificates)
- CVs and cover letters
- technical documentation (instruction manuals for different types of products, checklists for factory inspections)
- educational texts (powerpoint presentations for training seminars)
- film synopsis for film festivals
- film subtitles
- marketing texts and commercials

- 10/2017–Present **SEO content writer**  
Movers Development  
Freelance SEO content writer for a company that specializes in moving industry.
- 12/2017 **Interpreter**  
Freelance interpreting at UNICEF "Early childhood development" conference from English into Serbian and vice versa
- 11/2017 **Interpreter**  
Freelance interpreting from English into Serbian and vice versa at the eighth international conference "I walk and I listen"
- 07/2017 **Freelance Translator and Interpreter**  
Airport Nikola Tesla Belgrade, Belgrade (Serbia)  
- Consecutive interpretation on legal sessions  
- Translation of non-disclosure agreements  
- Translation of employees' biographies

## PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Cambridge English: Proficiency (CPE)					
Spanish	C1	C1	C1	C1	C1
DELE C1					

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

Organisational / managerial skills Good organisational skills obtained through my previous work experience.

Job-related skills MemoQ  
SDL trados  
SMARTCAT  
Wordfast pro

Driving licence B