



Aleksandar Popov

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Date of birth: August 21, 1986

Experience

Ninamedia kliping Ltd.

- **Position:** Head of Translation Department Oct 2018 – Apr 2020
- Project management (negotiating, organizing and supervising translation projects); liaising with clients and coordinating the translator team to ensure projects meet required standards and are delivered on time.
- Drafting reports
- Keeping translation project statistics
- Creating quotes, project specifications and invoices for the Translation Department
- Maintaining relations with clients, going on meetings
- Organizing trainings for translators
- Preparing tender documents

- **Position:** Translator, English-Serbian Mar 2016 - Oct 2018
- Translating various documents for the biggest companies in Serbia working in the following fields: automotive, banking and finance, agriculture, civil engineering, aviation, EU regulations, legal, energy...
- Project coordination and management - liaising with clients and coordinating the translator team to ensure projects meet required standards and are delivered on time.

Freelance translator

2012- 2016

- Translating various texts and documents such as memos, invoices, financial reports, tax reports, emails, personal documents, university papers etc.

Exit festival – Novi Sad, RS

2008-2014

Hosting team

- Handling logistics and accommodation for performers, being their host during their stay, taking care of all problems and requests;
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- Translating for performers, managers and festival organizers;
 - Arranging transportation to and from the airport and around the city and within the festival;
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Education

Faculty of Philosophy, University of Novi Sad, Serbia 2016
Professor of English Language and Literature – VII degree

Laza Kostić Grammar school– Novi Sad, RS 2005

Skills

Languages

German - Intermediate level ★★★★★★☆☆

English - Professional level ★★★★★★☆☆

Serbian - Native speaker ★★★★★★☆☆

Software - Subtitle Workshop, SDL Trados, Microsoft Office (MS Word, MS Excel, MS PowerPoint), Google docs, Google Sheets, Microsoft OneDrive

Driver's licence - B category – active driver
