

**Europass
curriculum vitae**

Personal information

Surname(s) / First name(s) **Milica Bulatović**
 Address(es) St. 1.Maj Grebice, 81400 Nikšić, Montenegro
 Telephone(s) +382(0)67632820; +382(0)69639041
 Fax(es) -
 E-mail(s) milicabulatovic82@yahoo.com
 Nationality(-ies) Montenegrin
 Date of birth February 21· 1982
 Gender Female

**Desired employment /
Occupational field**

Work experience

<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>January 2017-to date</p> <p>Senior Translator / Interpreter</p> <p>Simultaneous and consecutive interpretation at meetings, written translation of documents such as laws (energy, public procurement law, etc.), subordinate legislation, regulations, rulebooks, decisions, legal and labour related documents, Guidelines, Energy Community Directives, Market and power exchange documents, financial docs etc.</p> <p>Montenegrin Electric Power Enterprise JSC, Nikšić (www.epcg.me)</p> <p>Energy generation and supply</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>February 2015 - to date</p> <p>Certified court interpreter</p> <p>Translation of contracts, certificates on gained education (diplomas and diploma supplements), notarized documents, powers of attorneys, tender documentation, Certificates of birth and death, technical documentation referring to waste waters and energy facilities, web sites etc. as well as consecutive interpreting.</p> <p>Various clients in Montenegro i.e. natural and legal persons, courts, prosecution office, companies</p> <p>Various</p>
<p>Dates</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p> <p>Name and address of employer</p> <p>Type of business or sector</p>	<p>August 2013-January 2017</p> <p>Chief of Department for translating / interpreting services</p> <p>Organizing and managing activities related to translators'/interpreters' work. Simultaneous and consecutive interpretation at meetings, written translation of documents. Organized in-house tailor made English language course aimed at strengthening employees' capacities (General scope: 1. initial testing 2. Determination of English language knowledge level (grouping of employees) 3. Implementation of prepared tailor made course programme 4. Final testing showing course outcome and individually achieved results.</p> <p>Montenegrin Electric Power Enterprise JSC, Nikšić (www.epcg.me),</p> <p>Energy generation and supply</p>

Dates April 2010-August 2013
Occupation or position held **Manager of the Sector for organization development**
Main activities and responsibilities Preparation of Rulebook on job classification as well as Rulebook on organization of EPCG AD Nikšić, keeping employees' database, preparation of procedures covering different work processes in EPCG. Preparation and implementation of organization development projects: 1. Middle management 2. Employees' evaluation per method 360°, project targeted at recognition of employees' capacity to cover certain working position and recognition of weaknesses to be improved through external trainings.
Name and address of employer Montenegrin Electric Power Enterprise JSC, Nikšić (www.epcg.me)
Type of business or sector Energy generation and supply

Dates **December 2007 to April 2010**
Occupation or position held **Interpreter/Translator**
Main activities and responsibilities Interpreting and translating documents (Studies, tenders, correspondence ...) referring to hydropower plants and thermal power plant
Name and address of employer Montenegrin Electric Power Enterprise JSC, Nikšić (www.epcg.me)
Type of business or sector Energy generation and supply

Dates **Autumn 2006 - Spring 2007**
Occupation or position held **English language professor**
Main activities and responsibilities Preparation of curricula and extra-curricular activities aimed at teaching students English language.
Name and address of employer High School "Stojan Cerović" and Primary School Milija Nikčević, Nikšić, Montenegro
Type of business or sector Education

Dates **May 2006**
Occupation or position held **STO Interpreter**
Main activities and responsibilities Supporting OSCE short term observers in Montenegrin independence referendum, 2006.
Name and address of employer OSCE mission to Montenegro
Type of business or sector Non for profit

Education and training

Dates February 2015 (renewed in 2017)
Title of qualification awarded **Certified court interpreter**
Principal subjects/Occupational skills covered Constitution of Montenegro, Law on State Administration, Law on the election of the President of Montenegro, Law on Courts, Law on Judicial Council and Judges, Law on the State Prosecutor's Office, Law on Lawyer, Law on notaries, Law on Public Enforcement, Law on Enforcement and Security, Law on Interpreters, Law on Court Experts, Law on Free Legal Aid, Criminal Code of Montenegro, Code of Criminal Procedure, Law on Civil Procedure, Law on extra-judicial proceedings, Law on Inheritance, Family law, Law on the Constitutional Court of Montenegro, Law on Administrative Dispute, Law on Administrative Procedure.

Name and type of organisation providing education and training Ministry of Justice

Level in national or international classification Non degree

Dates 2000-2005
Title of qualification awarded **Diploma of English language professor**
Principal subjects/Occupational skills covered Obtained: English language written and verbal communication skills as well as clarity and precision in writing and speaking; knowledge transfer skills; vocabulary broadening, knowledge of linguistics

Name and type of organisation providing education and training
 Level in national or international classification

and cultural context in which literature is written,
 Faculty of Philosophy and Philology in Nikšić

Faculty diploma (240 ECTS)

Dates
 July 2014

Title of qualification awarded
 Principal subjects/Occupational skills covered

Certificate
 Writing Effective policy papers to influence decision - making

Name and type of organisation providing education and training
 Level in national or international classification

International Centre for Policy Advocacy / Faculty for Administrative and European Studies,
 Podgorica

Non degree

Dates
 2004

Title of qualification awarded
 Principal subjects/Occupational skills covered

Certificate for democracy and education
 Recognition of crucial time when a society needs to establish a strong relationship between scholars, students and education decision makers through a constant dialogue in order to recognize significance of and implement certain knowledge and competences needed in the contemporary world, with particular emphasis on students' contributions.

Name and type of organisation providing education and training
 Level in national or international classification

Faculty of Philosophy and Philology in Nikšić

Non degree

Personal skills and competences

Mother tongue(s)
 Other language(s)
Self-assessment
European level ()*

Montenegrin

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C	C	C	C	C
A	A	A	A	A

(*) *Common European Framework of Reference (CEF) level (A-basic user, B-Independent user, C-Proficient user)*

Social skills and competences
 Organisational skills and competences
 Computer skills and competences

Excellent communication and presentation skills, comfortable interacting with others, great attitude.

Able to work independently and as part of a team. Eager to take part in language related projects, Creative, organized personality, able to motivate others.

Computer literate (MS Office, Power Point, Internet)