



tomas.radovic@gmail.com
+34 635573947
es.linkedin.com/in/tomasradovic

TOMAS RADOVIC

PROFILE

As a multitasker, I am looking for challenges in the fields of Business Development and Management, Marketing, Public Relations or Sales.

Apart from being multilingual in English, Chinese and Spanish, I have lived in four different continents. I have an innate ability to connect with people from all walks of life and cultures. I am pursuing new challenges which will develop me professionally and personally and will allow me to make the most of my linguistic, people to people and business skills.

I am a dual Italian and Australian citizen and have the right to work within the EU

EDUCATION

2014 Bachelor of Business Management (International Business), Arts (Chinese), Diploma in Languages (Spanish)
University of Queensland Brisbane Australia

Study Abroad:

- **Universidad de La Sabana** (2014) Bogotá, Colombia
Latin American Studies Program: Spanish & Latin American based business and cultural studies.
- **Fundación Universidad de Las Américas Puebla** (08/2013 - 12/2014) Puebla, Mexico
International Exchange Program: International Business and Spanish <-> English Translation
- **Shandong University** (09/2011-07/2012): *Chinese Language and Culture Program,* Jinan, China
- **Tianjin University of Technology** (January 2011): *Intensive Chinese Language Program,* Tianjin, China

ADDITIONAL STUDIES **Zhejiang University** (2014-2015): *Chinese Language Studies* Hangzhou, China.

SKILLS

LANGUAGES

ENGLISH NATIVE
SPANISH ADVANCED
CHINESE (MANDARIN) ADVANCED
CATALAN INTERMEDIATE
FRENCH BEGINNER

TECHNOLOGY

MICROSOFT WORD, EXCEL, POWERPOINT, OUTLOOK HIGH LEVEL
TRADOS TRANSLATION SOFTWARE INTERMEDIATE LEVEL
INTERNET HIGH LEVEL
SOCIAL MEDIA HIGH LEVEL

WORK EXPERIENCE

2016 Voice Software and Language Analyst - LocTeam Barcelona, Spain (19 September 2016 - Present)

- Transcription and Grading of Audio for Voice Recognition Software of a leading American Technology Company
- Software Testing and Localisation
- Quality Assurance

2016 Auxiliar de Conversación (Inglés) - English Language Teaching Assistant - Comunidad de Madrid.

(1 October 2015 - 30 June 2016)

- Using unique and efficient English teaching methods
- Developing lesson plans and activities.
- Cross Cultural Communication
- Planning and Time Management.

2015 HR Project Intern, Eurofins (Suzhou, China) (27 April 2015 - 26 June 2015)

Working on Human Resource projects in order to improve HR and induction processes and framework internally including:

- Creation of Employee Job Descriptions.
- Creation and Updating of Employee Handbook.
- Developing internship positions and programme outline.
- Benchmarking of Company HR Policy and Induction Processes.
- Writing minutes for Management and HR related meetings.
- Translation of Job Descriptions from Mandarin Chinese to English.
- Updating, Review and Standardisation of HR and Marketing material.

ADDITIONAL WORK EXPERIENCE

2014 ABBYY Language Services (Translator and proof-reader from Chinese Mandarin to English)
2013/2014 Treasury Casino Hotel, Brisbane, Australia
2013 Vice President of Australia China Youth Association at UQ

INTERESTS/ HOBBIES

Sports:	Cross Country Running.
Travel Blog:	Journey Jumping.
Other interests:	Languages, Culture, Travel, Film, Music, Social Issues.