

Ivo Tralić

 **Address:** Gredička 18, 10000, Zagreb, Croatia

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Date of birth: 08/10/1987 **Nationality:** Croatian

WORK EXPERIENCE

[2007 – 2009] **Translator**

Eruditio prijevodi i izdavaštvo <https://www.facebook.com/sudskitumaci/>

Address: Zagreb, Croatia

Main activities and responsibilities:

- translation English <> Croatian
- mostly scientific texts (natural and social sciences)

[2009 – Current] **Translator**

Freelance

Address: Zagreb, Croatia

Main activities and responsibilities:

- translation English <> Croatian
- working with translation software
- communication with clients
- coordinating teamwork

[12/2009 – 06/2010] **Customer support**

Hrvatski Telekom

Address: Zagreb, Croatia

Main activities and responsibilities:

- customer support (financial and technical)
- professional communication with the users

[01/10/2013 – 01/05/2014] **Data entry operator**

FINA (Financijska agencija)

Address: Zagreb, Croatia

Main activities and responsibilities:

- data entry

[01/09/2016 – 01/12/2016] **Software Quality Assurance**

Lion Game Lion <https://www.liongamelion.com/>

Address: Zagreb, Croatia

Main activities and responsibilities:

- extensive software testing for bugs and programming errors
- coordinating the work team
- communicating with other teams

[02/2019 – Current] **Translator**

SDL plc

Address: Zagreb, Croatia

Main activities and responsibilities:

Localization vendor

[01/2020 – Current] **Subtitle Translator (vendor, remote)**

Iyuno Media Group

Address: Singapore, Singapore

Main activities and responsibilities:

Subtitle translation and QA

[08/2022 – Current] **Language Specialist (vendor, remote)**

Gengo

Main activities and responsibilities:

Creating and reviewing onboarding tests for potential translator hires; translation QA and support

EDUCATION AND TRAINING

[2006 – 2012] **MA in English Studies**

Faculty of Philosophy

Address: Zagreb, Croatia

Main subject / occupational skills covered:

- English language in depth
- English-speaking world cultures
- Writing, reading, and analyzing texts in English

[2006 – 2012] **MA in Cognitive Linguistics**

Faculty of Philosophy

Address: Zagreb, Croatia

Main subject / occupational skills covered:

- interdisciplinary scientific research
- basics of sociology, psychology, and pedagogy

LANGUAGE SKILLS

Mother tongue(s): Croatian

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

German

LISTENING B2 READING B2 WRITING A2

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Latin

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

DIGITAL SKILLS

My Digital Skills

Translation software | Subtitling software | Microsoft Office | Microsoft Excel | SEO

ORGANISATIONAL SKILLS

Organisational skills

- work/research team coordination
- organizational skills:
- setting up timetables
- teaching
- mediation

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- professional correspondence
- work/research team coordination

JOB-RELATED SKILLS

Job-related skills

- quick learner
- professional correspondence
- work/research team coordination