

Jelena Mijailović

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Areas of interest

Translation – medical, technical, web content

Consulting – health worker migration

Digital marketing – social media and content strategy

Experience

FCI Multiple Services

2017

Freelance Linguist / Medical translation and copy-edit

Freelance translator

2014

Translation, transcreation and localization projects for different agencies and clients through LinkedIn, Proz and Upwork.

- E-mail content
- Website content
- Product descriptions
- Terms of service
- Privacy policies
- Error messages
- Notifications
- Online profiles
- Recommendation letters
- Resumes
- Medical records
- Dental records
- Lab results
- Referrals
- Consent forms
- Procedure notes
- Specialist's findings
- Patient instruction sheets
- Resistant bacteria screenings
- Diplomas
- Language certificates
- Academic transcripts
- Driver's licenses
- Birth and marriage certificates
- Invoices
- Bank statements and payslips
- User manuals
- Maintenance guides

Freelance consultant

2013

Administrative work and virtual assistance for clients seeking work permits and residence in Norway. Tasks include:

- Manage online applications and payments for national language exams (Norskprøve)
- Assist in collecting and submitting necessary documents for authorization and licenses
- Manage e-mail correspondence with government agencies (NAV and Helsedirektoratet)
- Create profiles on job markets and HR platforms
- Help prepare for job interviews
- Edit and write resumes
- Fill out tax and sick leave forms
- Apply for unemployment benefits

Languages

Source	Target
Serbian	Serbian
Croatian	English
Bosnian	Norwegian
Montenegrin	
English	
Norwegian	
Swedish	
Danish	

Software

SDL Trados Studio
MS Office
LibreOffice
Adobe Reader
Foxit Reader
Trello
Google/Microsoft Cloud Platforms
WordPress/Wix/Squarespace
Various online CAT tools

Education

The Faculty of Philology | University of Belgrade
Department of Scandinavian Studies
2009 – 2013

Nikola Tesla | Secondary School of Electrical Engineering
Electrical and Electronic Engineering
2003 – 2007