

LEJLA SEHOVIC
Linköping, Sweden
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Professional Summary

Skilled translator of English, Swedish and Croatian, with a highly developed understanding of the cultural context of each language. I work efficiently and consistently deliver on time, conveying the intended message accurately and reliably.

Skills

- Excellent command of the source and target language
- Extensive cultural knowledge
- Detail-oriented
- Excellent computer skills
- Excellent research skills
- Post-translation editing
- Excellent time management skills

Work Experience

Translator Mar. 2020 – Present
Freelance

- Translation of various types of documents
- Subtitling from English to Swedish
- Interpreting
- Post-translation editing

English Language Tutor Oct. 2018 – Nov. 2019
Freelance

- Teaching speaking, listening, reading and writing skills

Employment Officer Aug. 2017 – Aug. 2018
Public Employment Service

- One-on-one and group consultations with clients;
- Compiling of various types of reports;
- Consolidating data on clients and employers;
- Maintaining registry of clients;
- Verification of documents;
- Representing the Agency at meetings, workshops.

Social Worker Apr. 2015 – July 2017

Municipality of Ödeshög

- Assessing clients' development, skills and needs;
- Planning of activities;
- Guidance and support;
- Compiling of daily situation reports, progress reports;
- Liaison with relevant authorities;
- Development of procedures.

Personnel Administrator Apr. 2013 – Dec. 2014

SPM

- Partaking in recruitment of new employees;
- Introduction of new employees;
- Maintaining personnel files;
- Archiving;
- Administration of various types of requests (e.g. Travel and Leave Requests).

Education

Master's degree in political science, Lund University, Sweden, 2002-2007

Additional education:

Project management, Jönköping University, Sweden, 2015

Social law, Malmö University, Sweden 2015

Italian language studies, Dalarna University, Sweden, 2007

Basis of law, Lund University, Sweden, 2003

IT Skills

MS Office

Oracle

memoQ

Poedit

Smartcat

CafeTran Espresso

Languages

Swedish: Native

Croatian: Native

English: Fluent

Italian: Intermediate (B1)

Trainings and Certifications

- IPSAS Training (UN-OSCE, 18-21 Jan 2011)
- Strategic Thinking and Planning (OSCE, 17 Dec 2011)
- Communication in Public Relations (OSCE, 30 Sep 2009)
- Core Negotiations and Diplomatic Skills Training (U.S. Institute of Peace, 20-22 May 2009)
- Reporting for Results (OSCE, 19 Feb 2009)