

CV

Marta Haidi Regoršek

3320 Velenje

Born on 22.4.1976, Radolfzell, Germany

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Citizenship: Slovene

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WORK EXPERIENCE

08/1998 – 06/2004

TRANSLATOR AND SECRETARY, Quelle Versandhaus und Mode & Preis Versanhaus

- translating from German into Slovene and contra (correspondence, catalogues, contracts, financial and business reports, technical manuals, etc.)

The entire administration:

- reception and delivery of mail,
- writing letters ,
- archiving documents,
- acceptance and entry of invoices, liquidation of accounts,
- organization of meetings,
- human resources,
- organization of events,
- marketing (construction and design of the catalogs (QuarkExpress), making the flyers, posters, promotional materials for end customers, distribution of catalogues and promotional materials, etc.),
- written and verbal communication in German and English,
- contacts with clients, customers and suppliers,

2004 - 2011

EXTERNAL CONTRACT TRANSLATOR, Müller Handels GmbH & CO.KG

Participation in the company's entry to the Slovenian market: translations for the entire administration (from German into Slovene and contra, translation of work contracts to Slovene, translation of various organizational regulations, of other contracts in Slovene, translations of declarations and technical instructions, brochures, leaflets, advertising materials, translations of internal news and announcements, translation of special warnings, disclaimers, lawsuits, etc.

06/2006-12/2008

HR MANAGER, Maksim d.o.o., Pocinkovalnica, d.o.o. and Container, d.o.o.

- reception and distribution of mail,
- organization of work processes in the Secretariat and the company
- support to the leadership
 - management of business correspondence.
 - human resources and training of employees,
 - to establish monitoring indicators of development and satisfaction of employees,
 - internal auditor for ISO 9001, 14001 and 18001,
 - preparing reports,
 - etc.

01/2009 – 01/2014

HR Manager, Veplas, d.d.

- preparation of a human resources strategy,
- management of the recruitment process,
- development of organizational culture and values,
- organization of events,
- management of the system of training and education of employees,
- participation in the renewal of the reward system and promotion,
- participation in the process of changes in the organization,
- participation in the renovation of the staff information system (Largo, Četrta pot),
- measurement of organizational climate and employee motivation (surveys and reports), etc.

2015 – 2017

Koos Edelemetalle GmbH (field staff)

Area manager for the Slovene market:

- systematic and responsible behavior in my field,
- responsibility for the customer base, getting new customers and observing the market and competition,
- concern for suppliers and advertising and presentation of the company,
- presentation of the products and services of the company in Slovenia,
- participation in fairs, exhibitions and specialized seminars
- etc.

2018 – 2019

Philip Morris International (Field staff – Iqos expert)

- systematic and responsible behavior in my field,
- responsibility for the customer base, getting new customers
- presentation of the products and services of the company in Slovenia

2013 – still

**Eurokad, business services, Marta Haidi Regoršek, s.p.
– www.poslovni-asistent.si**

Translating from German to Slovenian, from Slovenian to German,
from English to German, teaching German

1982 – 1990

EDUCATION

Elementary school Veljka Vlahovića, Velenje

1990 - 1994

Grammar school Velenje, Linguistics (German, English, French)

1994 – 1998

Filozofska fakulteta in Ljubljana, course: German language and literature. Graduated: 13.4.2001

Further education:

Crestcom: »Bullet Proof Manager« (2007)
Business Success: »Coaching – orodje vodenja«, (2010)
»Veščine vodenja in komuniciranja«, (2011)
»Zavedanje odnosov – ključ do učinkovitega dela družbe«, (2011)
»Notranja komunikacija v podjetju«,
Marjan Račnik: Tečaj NLP (2007)
Panta rei: »Prvi koraki v kadrovski službi« (2007)
Franjo Trojnar: »Uspešen na vseh področjih« (2012)

CRI Celje (Center za rehabilitacijo invalidov) »Usposabljanje strokovnih delavcev oz. mentor za delo z invalidnimi in težje zaposljivimi osebami« (2011)

Univerza v Mariboru, Fakulteta za strojništvo: »Interni presojevalec za 9001 : 2008« (2010)

Bureau Veritas: »Notranji presojevalec sistema za ravnanja z okoljem ISO 14001:2004« (2007)

LANGUAGE SKILLS AND COMPETENCES

Slovenian native language

German – active - written and spoken

native speaker — have lived for seven years in Germany

English active – written and spoken

Serbo-Croatian active – written and spoken

COMPUTER SKILLS, DRIVER'S LICENSE

- Word, Excell, Outlook, Internet explorer, Power Point, Largo, Četrta pot, Baan
- B category

SOCIAL AND OTHER SKILLS AND COMPETENCES

organizational skills, creativity, high social competence, autonomy, creativity, empathy, a team player, accuracy, accountability, initiative, flexibility, perseverance

Velenje, 31.1.2021

Marta Haidi Regoršek