



Antonela Prusina

Nationality: Croatian

 (+385) 997887027

Date of birth: May 11th, 1991

Gender: Female

 E-mail address: antonela.prusina@hotmail.com

 Whatsapp Messenger: + 385997887027

 Address: Kozari bok, 6th branch, no. 8, 10 000 Zagreb, Republic of Croatia

ABOUT ME

By profession I am a Master of Education in Croatology, proofreader for Croatian language and translator from English into Croatian. I have a multiannual experience in language industry. My goal is to find a job that will respond to my wishes, abilities and education and enable further progress. I am communicative and able to work as a part of the team. My mode of operation is structured and reliable. I am oriented towards accurately solving the setted tasks. I can work full-time.

WORK EXPERIENCE

Subtitle translator and proofreader

ZOO Digital [12/2020 - Currently]

City: Zagreb

State: Croatia

Subtitle translator from English into Croatian language.

Subtitle proofreader for Croatian language.

Volunteer

Translation Commons [10/01/2020 - Currently]

City: Zagreb

State: Croatia

Translation of instructions, guides, surveys, articles, research and information related to the COVID-19 pandemic from English into Croatian.

Proofreading of instructions, guides, surveys, articles, research and notices related to the COVID-19 pandemic in Croatian.

Announcer

Croatian Library for the Blind [11/2020 – 12/2020]

City: Zagreb

State: Croatia

Recording audio books.



Translator

Ozark Mountain Publishing, Inc. [5/1/2020 – 9/1/2020]

City: Zagreb

State: Croatia

Translating a book *The Convoluted Universe, Book One* by Dolores Cannon from English into Croatian language.

Translator and proofreader

Inge Rock Academy [12/01/2019 – 2/1/2020]

City: Zagreb

State: Croatia

Translating the book *Think and turn your life around* by Inge Rock from English into Croatian language.

Proofreading a Croatian translation of the book *Think and turn your life around* by Inge Rock.

Professor of Croatian language and literature

Private grammar school and economic-informatics school Futura [9/1/2019 - 11/01/2019]

City: Zagreb

State: Croatia

Teaching Croatian language and literature.

Call center agent

Prizma Center for Business Intelligence Ltd. [6/1/2019 – 10/1/2019]

City: Zagreb

State: Croatia

Market research and public opinion polling.

Market researcher

404 doo communication agency [6/1/2019 – 7/1/2019]

City: Zagreb

State: Croatia

Participation in a focus group for market research.

Promoter

Zagreb International Airport - Franjo Tudjman [5/1/2019 – 6/1/2019]

City: Zagreb

State: Croatia

Promoting drinks for tasting at the Aelia Duty Free store.



Deputy Chairman of the Polling Station Committee

State Election Commission [5/26/2019 – 5/26/2019]

City: Zagreb

State: Croatia

Deputy Chair of the Polling Station Committee in the European Parliament elections in Croatia.

Promoter

Zagreb bank Plc. [7/1/2018 – 3/1/2019]

City: Zagreb

State: Croatia

Promoting the m-zaba application for mobile banking and providing information to the bank's clients.

Insurance Processing Officer

Generali Insurance Plc. [2015 - 2018]

City: Zagreb

State: Croatia

Performing general administrative tasks in the call center of Insurance.

Providing assistance and Insurance information to clients.

Management of Insurance contract paperwork and supporting documentation.

Hostess

Croatian Judo Federation [5/1/2015 – 5/3/2015]

City: Zagreb

State: Croatia

Sharing accreditations and providing information to participants and visitors at the Judo Grand Prix.

Assistant

Faculty of Croatian Studies, University of Zagreb [2015]

City: Zagreb

State: Croatia

Conducting entrance exams at the Faculty of Croatian Studies.

Call center agent

Promotion Plus Ltd. [2015]

City: Zagreb

State: Croatia

Market research and public opinion polling.



Insurance Processing Officer

Allianz Croatia Plc. [2014]

City: Zagreb

State: Croatia

Performing general administrative tasks in the call center of Insurance.

Providing assistance and Insurance information to clients.

Management of Insurance contract paperwork and supporting documentation.

Warehouse worker

Kaufland Croatia Plc. [2013]

City: Zagreb

State: Croatia

Labeling, warehousing and inventorying.

Finalizer

Ledo Plc. [2009 - 2012]

City: Zagreb

State: Croatia

Production, packaging and storage of ice cream and frozen products.

LANGUAGE SKILLS

Mother tongue:

Croatian

Other languages:

English

LISTENING C1 READING B2 WRITING B2

VOICE PRODUCTION B2

SPOKEN INTERACTION B2



DIGITAL SKILLS

Translation and proofreading:

SmartCAT / Wordbee / Microsoft Word

Computer literacy:

Excellent use of MS Pack (Word Excel PowerPoint) / Information and communication (Internet browsing) / Communication programs (Skype Zoom TeamViewer) / Social networks (different platforms) / Computer work / Internet

Administration:

Advanced use of CRM system / SAP (beginner)

EDUCATION AND TRAINING

Master of Education in Croatology

Faculty of Croatian Studies, University of Zagreb [2012 - 2020]

Address: Borongaj Street 83d, 10 000 Zagreb, Republic of Croatia

<https://www.hrstud.unizg.hr/>

Bachelor of Arts in Philosophy

Faculty of Croatian Studies, University of Zagreb [2012 - 2016]

Address: Borongaj Street 83d, 10 000 Zagreb, Republic of Croatia

<https://www.hrstud.unizg.hr/>