



# Nela Habalija

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**Date of birth:** 06/05/1998 | **Nationality:** Croatian | **Gender:** Female |

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**Address:** 23000, Zadar, Croatia (Home)

## ● ABOUT ME

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Master of German and English languages and literature.  
Finished Translation Graduate Studies in German and English at the University of Zadar in Croatia.

## ● WORK EXPERIENCE

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01/2024 – CURRENT

**FREELANCE TRANSLATOR** MEDIA CONSULTA INTERNATIONAL HOLDING AG

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- EN>HR Translation of a press release for Temu

01/2024 – CURRENT

**FREELANCE TRANSLATOR** TRANSLATORS & TRANSCREATORS NETWORK

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- DE>HR Translation of user manual for a lawn mower
- DE>HR Translation of user manual for a lawn mower deck
- EN>HR Translation of an IFU of a medical device

01/2024 – 02/2024

**PROOFREADER** TRANSLATION STREET

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- Proofreading of human translations from English to Croatian for an e-commerce project

12/2023 – CURRENT

**FREELANCE TRANSLATOR** ICS-TRANSLATE

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- EN>DE Translation of GLI gaming certificate
- EN>DE Translation of e-commerce content for an eSIM-provider
- EN>DE Translation of e-commerce content for ActivTrade

01/12/2023 – CURRENT

**FREELANCE TRANSLATOR** PRODUCTIVE PLAYHOUSE

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- Translation of subtitles for YouTube videos from Croatian into English

07/2023 – CURRENT

**FREELANCE TRANSLATOR** FESTEDE KFT.

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- EN>HR Translation of advertisements for PaintLisa's social networks and doing voiceovers, when needed.

02/2023 – CURRENT Zadar, Croatia

**PROPERTY MANAGER** ADRIATIC LUXURY VILLAS D.O.O

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- Responding to inquiries and making offers, booking management, uploading new accommodations to the website, blog writing and translation, Social Media Management

12/2022 – CURRENT

**FREELANCE TRANSLATOR EENMANSZAAK MASUR**

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- Translation of various texts (user manuals, recipes, legal agreements, e-commerce content)
- Proofreading
- MTPE

10/2022 – 02/2023 Croatia

**VIRTUAL ASSISTANT MOLLYS EXPERTS D.O.O**

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04/2022 – 05/2022 Zadar, Croatia

**TRANSLATOR MAGIC CROATIA D.O.O.**

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- Translation of the travel agency's website from Croatian into German and English

01/07/2021 – 01/09/2021 Novalja, Croatia

**WORK AT AN EXCHANGE OFFICE ADRIA MIA D.O.O.**

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- Summer job at an exchange office - exchanging currencies

06/2020 – CURRENT Croatia

**FREELANCE TRANSLATOR FIVERR INTERNATIONAL LTD.**

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- Translation of different kinds of text, such as product descriptions, instructions, CVs, interviews, websites, audio and video material, etc.

● **EDUCATION AND TRAINING**

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10/2020 – 09/2023 Zadar, Croatia

**MASTER'S DEGREE - GERMAN AND ENGLISH LANGUAGE (TRANSLATION STUDIES)** University of Zadar

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**Address** Mihovila Pavlinovića 1, 23000, Zadar, Croatia

10/2017 – 10/2020 Zadar, Croatia

**BACHELOR'S DEGREE IN GERMAN AND ENGLISH LANGUAGE AND LITERATURE** University of Zadar

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**Address** Mihovila Pavlinovića 1, 23000, Zadar, Croatia

2013 – 2017 Bjelovar, Croatia

**HIGH SCHOOL GRADUATION** Gymnasium Bjelovar

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**Address** Matice Hrvatske 1, 43000, Bjelovar, Croatia

● **LANGUAGE SKILLS**

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Mother tongue(s): **CROATIAN** | **GERMAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **DIGITAL SKILLS**

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Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Word Press | Social Media/Social Network | Knowledge of communication platforms (Skype, Zoom) | Video Production and Video Editing | Basics of SEO | Seolyze | Canva | CMS | memoQ | Smartcat | Matecat

## ● **ADDITIONAL INFORMATION**

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### **DRIVING LICENCE**

Driving Licence: B

### **HOBBIES AND INTERESTS**

tennis

sports

video editing

### **COMMUNICATION AND INTERPERSONAL SKILLS**

teamwork

responsible behavior

communicativeness and openness to new experiences and knowledge

adaptability

### **VOLUNTEERING**

13/06/2020 – 21/06/2020 Zadar

**Adria Tour 2020** Preparing and cleaning the stadium before the event, letting the spectators into the stadium, helping the spectators to find their seats, etc.

### **LANGUAGE CERTIFICATES**

**German Language Certificate of the Education Ministers Conference (DSD) - Niveau C1**

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