

Jovana Kovacevic Putkaradze

Graduated Professor for Language and Literature

Professional translator. Language enthusiast.
Professional Philologist - Slavist.



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00381612124926

Batumi, Georgia

WORK EXPERIENCE

English language teacher Spring Garden school

01/2022 - Present

Batumi, Georgia

Private school for Russian-speaking students

Customer Service Representative G Solutions Group/ EasyToVisa

04/2019 - 11/2020

Belgrade, Serbia

Achievements/Tasks

- Translating documents from Serbian to English and vice-versa
- Translating documents from Serbian to Polish, from English to Polish, from Polish to Serbian, from Polish to English

Call Center Operator/ Sales Agent - Polish Language

AB Vital Plus

12/2017 - 04/2019

Belgrade, Serbia

Customer support in Polish language (for customers in Poland)

- Translation services for the company (Polish - Serbian, Serbian - Polish)

Serbian, English and Polish language Translator

Freelance

10/2016 - Present

EDUCATION

University Of Belgrade - Faculty of Philology

Slavistics - Polish language

10/2014 - 07/2019

Belgrade, Serbia

Polish language

Uniwersytet Śląski w Katowicach

08/2017 - 08/2017

Cieszyn

Courses

- Polish language, grammar and literature - Summer school

Law, Finance and Administration

High School of Economics

09/2009 - 05/2013

Uzice, Serbia

SKILLS

Translation

Dactylography

Google sheets

Microsoft Office

linguistics

Foreign Languages

PERSONAL PROJECTS

Wikipedia translator - volunteering

- Translation of various articles from English to Serbian, Serbo-Croatian, from Polish to Serbian, Serbo-Croatian and from Serbian, Serbo-Croatian to English or Polish

Literature translations (10/2014 - 06/2019)

- Translation of the book chapters as a part of the literature and language classes (from Polish to Serbian and vice-versa)

CERTIFICATES

MRA Certificate (11/2020 - 04/2021)

Work From Home in Translation | Upwork Freelance
Translator Course (02/2023 - 02/2023)

Freelance translator course (12/2023 - 12/2023)

LANGUAGES

Georgian Language

Limited Working Proficiency

Serbian Language

Native or Bilingual Proficiency

Polish Language

Full Professional Proficiency

English Language

Full Professional Proficiency

Russian Language

Limited Working Proficiency

INTERESTS

Reading

Education

Self-Improvement

Languages

Travel

Translation

Marketing

Studing