



Andjela Martinovic

Freelance translator and interpreter for Italian, Croatian and Bosnian language

Profile

Growing up in a bilingual environment allowed me to discover my passion for languages at a very young age. Accuracy, professionalism, and creativity are the hallmarks of my translations.

Education

Bachelor Degree in Italian Language Oct 2021 - Present
University of Sarajevo, Faculty of Philosophy - Department of Romance languages, Sarajevo - Bosnia and Herzegovina

Languages High School Diploma Sep 2004 - Jun 2009
Liceo linguistico "G. Galilei", Caravaggio (BG) - Italy

Employment

Freelance Translator and Interpreter Jun 2023 - Present
Sarajevo - Bosnia and Herzegovina

- Translation of texts/documents into a specific language
- Proofreading, editing, and revision of translated materials
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout the translation
- Providing clients with clear and exact translations of verbal communication
- Performed work in Italian, Bosnian, Croatian, and English languages

Project Manager and Senior Translator Jan 2019 - May 2023
Translation agency "O.D. Šehmedia", Sarajevo - Bosnia and Herzegovina

- Project Management
- Customer support and preparation of quotes
- Use of CAT tools
- Writing of blogs and marketing texts
- Translation of texts from one language to another
- Proofreading of translated texts for grammar, spelling and punctuation
- Language of work: Italian, Bosnian/Croatian/Serbian, English

Sales Representative Sep 2018 - Dec 2018
Call Centre "R&M Solutions", Sarajevo - Bosnia and Herzegovina

- Sell products and place customer orders in the computer system
- Process orders, forms, and applications
- Upsell products and services
- Provide product and service information to customers
- Performed work in Italian and Bosnian language

Freelance Translator Jan 2017 - May 2018
Mostar - Bosnia and Herzegovina

- Translation of texts/documents into a specific language
- Proofreading, editing, and revision of translated materials
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout the translation
- Performed work in Italian, Bosnian, Croatian, and English language

Dog Hotel Attendant Jan 2016 - Dec 2016
Dog Hotel "ANGIE", Sarajevo - Bosnia and Herzegovina

- Daily care of the dogs: ensuring that the animals are well groomed, fed, exercised, and generally cared for
- Cleaning of the dogs' rooms and kennels on a daily basis
- Socializing difficult dogs
- Monitoring dogs' behaviour and their progress
- Performed work in Bosnian and English language

Personal details

Andjela Martinovic

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71210 Sarajevo

December 7, 1988

Mostar - Bosnia and Herzegovina

Croatian/Bosnian

lapsusservices.com

linkedin.com/in/andjela-martinovic-2916632b6

proz.com/profile/3859525

Skills

Computer skills: ●●●●●
MS Office Package, Adobe Reader, XBench

CAT tools: ●●●●●
MateCat, MemoQ, Trados Studio, Phrase

Personal skills: ●●●●●
Clear communication, excellent team-spirit, creativity, problem-solving attitude

Translation fields of expertise: ●●●●●
Technical, Marketing, Veterinary medicine

Translation fields I also work with: ●●●●●
Education / Pedagogy, Patents, Tourism / Travel, Pharmaceuticals

Languages

Italian (native)	● ● ● ● ●
Bosnian (native)	● ● ● ● ●
Croatian (C2)	● ● ● ● ●
Serbian (C2)	● ● ● ● ●
English (C1)	● ● ● ● ●

Hobbies

- Reading, Travelling, Movies, Tattooing, Dogs

Pro bono work

- Translators without Borders
- ProZ Pro Bono
- Prevodilačko srce

References

References available upon request.

Business Owner

Dec 2013 - Dec 2015

INTERNET CAFÉ "N0pr0bl3m.com", Medjugorje - Bosnia and Herzegovina

- Creation of business plans
- Staff management
- Finances management
- PR management
- Supplies management
- Performed work in Croatian, Italian, and English language

Bartender

May 2013 - Sep 2013

"THE EARL OF BEACONSFIELD" PUB, Cambridge - UK

- Preparation of alcoholic and non-alcoholic beverages
- Bar menu planification and presentation
- Restocking and replenishing bar inventory and supplies
- Interaction with customers, taking orders and serving snacks and drinks
- Performed work in English language

Social Worker

Jun 2012 - Apr 2013

Social Cooperative "LA SOLIDARIETÀ", Dalmine (BG) - Italy

- Support to people with mental health conditions
- Support to people with physical disabilities
- Collaboration with medical and clinical staff
- Attendance to training, supervision and team meetings
- Performed work in Italian language

Chef de Partie

Feb 2012 - Apr 2013

"CLOCK TOWER" PUB, Treviglio (BG) - Italy

- Maintenance of a clean and tidy environment at all times in the kitchen and preparation areas
- Assistance in the set up and set down of the kitchen
- Performed work in Italian language

Special Needs Individuals Teacher

Sep 2010 - Mar 2012

Social Cooperative "SIRIO C.S.F.", Treviglio (BG) - Italy

- Supporting pupils and high school students with learning disabilities
- Collaboration with the teaching body
- Performed work in Italian language

Educator

Nov 2009 - Jan 2012

Social Cooperative "SIRIO C.S.F.", Treviglio (BG) - Italy

- Design and implementation of educational and rehabilitation projects to abused teenagers with the aim of their social and professional integration
- Psychological support and social services to single mothers and women with marital difficulties
- Mentoring and teaching activities (secondary school level)
- Performed work in Italian language

Swing Manager

Sep 2008 - Dec 2009

MC DONALD'S ALTACHIARA, Treviglio (BG) - Italy

- Customer serving and preparation of food and drinks
- Maintenance of a clean and tidy environment at all times in the restaurant, and preparation areas
- Assistance in the set up and set down of the restaurant
- Handle cash and card transactions
- Performed work in Italian language

Waitress

Sep 2007 - Jun 2008

"COGES" BAR, Treviglio (BG) - Italy

- Serve and present food and beverages
- Assist in keeping the bar and front-of-house clean and tidy, at all times
- Performed work in Italian language

Sarajevo, April 3, 2024

Andjela Martinovic