

24, Bulevar kneza Miloša
21000 Novi Sad

February 16, 2007

To Whom It May Concern:

I am writing to you regarding the available position of the *Translator* at your company. I strongly believe that my knowledge, experience and professional qualifications will be enormous help to your company. As you can see from my enclosed resume, my experience and my skills match this position's requirements.

I especially would like to point out my vast experience in international, financial and economic sector since I currently work in the OTP Bank Serbia where I am the Head of the Translation Team for the Bank.

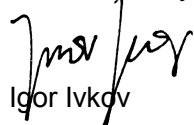
From August 2006, I am holding the position of the In-House Translator/Interpreter and recently Head of the Translation Team (i.e. Project Coordination Office) in the newly formed OTP Bank Serbia (through the merger of Kulska banka, Zepter banka and Niška banka). I am in charge of the English-Serbian/Serbian-English translation as well as the interpretation (both consecutive and simultaneous). This includes revision, editing and proofing in both languages and organization and support of the overall internal and external correspondence. As the Head of the Translation Team, I am in charge of the translation workflow, establishment of style guides and implementation of guidelines in the translation process. From June to September 2005, I was the Temporary In-House Translator in Continuum d.o.o. Belgrade working on the localization of the Microsoft Navision financial software. Prior to that, in 2002, I was a Member of Microsoft localization team which was working on the complete localization of Microsoft Windows XP localization project. Working on both localization projects I was involved in preparation of style guides and implementation of linguistic solutions alongside with editing and proofreading. In all of the abovementioned positions I have gained strong and broad translation and interpretation experience and expertise in fields of economy, banking, finances, law, agriculture, information technologies and similar fields additionally strengthened with the vast knowledge and skills in utilization of Computer Aided Translation tools - i.e. SDL Trados, MS Localization Studio and MS Helium.

My experience in international, humanitarian sector is also quite extensive. From March to July 2005, I was holding the position of the International Committee of the Red Cross Economic Security Delegate in Darfur region in Sudan working on relief programs and was responsible for the implementation, monitoring and development of long-term strategies of all ICRC Economic Security activities in the area. From December 2003 to March 2005, I was holding the position of the Field Officer also at the International Committee of the Red Cross on the Cash Assistance Programme for the internally displaced persons residing in Vojvodina region. From March 2002 to the end of March 2003, I was employed by the International Federation of Red Cross and Red Crescent Societies (working on Canadian Red Cross project) holding first the position of the Food Security Pilot Programme Assistant and was then promoted in to the Programme Manager for the same programme. Through the course of the programme, as the Programme Assistant I was responsible for interpretation and translation of various documents as well as interpretation of briefings, presentations, discussions and talks but also I was in charge of office workflow, logistical planning and organization of meetings.

Because of my skills and expertise, my employers thought highly of my abilities and trusted me with decision-making and overall management of the activities.

I look forward to an opportunity to personally discuss the position with you.

Yours faithfully,



Igor Ivkovic

Curriculum Vitae

Name: **Igor Ivkov**

Date of Birth: February 4, 1977
Address: 24, Bulevar kneza Miloša
21000 Novi Sad
Serbia and Montenegro
Telephone number: +381 21 496 243, +381 63 629 641 (mobile)
E-mail: igorivkov@gmail.com

Skills

- Excellent communication and interpersonal skills
- Excellent written and communication skills in English and French
- Excellent computer skills
- Demonstrated ability and willingness to work as a member of a team
- Easily adaptable to changing and challenging situation
- Flexibility and ability to work under pressure and with limited time frames
- Eagerness, high sense of priority, energetic and hardworking
- High degree of self-discipline, individual initiative, self-motivation and creativity
- Analytical, precise and accurate
- Ability to maintain the highest level of discretion and confidentiality

Work experience

Aug. 2006 - In-house Translator/Interpreter and Head of the Translation Team in the OTP Bank Serbia, Novi Sad

Major duties and responsibilities:

Translation of all written specialized documentation (field of economy, finance, banking, law, science, building, agriculture, engineering, etc.) from Serbian to English and vice versa; work on large-scale translation projects; revision, editing and proofing in both languages; interpretation (consecutive and simultaneous); organization and support of the overall internal and external correspondence; management of the translation team; organization of translation workflow; establishment of style guides and implementation of guidelines and instructions in relation to the translation process.

June-Sept. 2005 Temporary In-House Translator for the Continuum d. o. o. Belgrade

Major duties and responsibilities:

Work on the localization of Microsoft's financial software Navision® for Serbian users; preparation of style guides and implementation of linguistic solutions; revision, editing and proofreading.

Mar. 2005-June 2005 Economic Security Delegate (International Committee of the Red Cross), Darfur, Sudan

Major duties and responsibilities:

Assessment of the humanitarian situation, contribution to the identification and planning, implementation and monitoring of ICRC Economic Security activities in West Darfur, Sudan; participation in the elaboration of the plan of action, ensuring an integrated protection-assistance approach; development of a comprehensive overview of the livelihoods, economy, culture, customs, social structure and politics in the area; work in cooperation with Sudanese Red Crescent Society's branches, and in coordination with Sudanese authorities and other humanitarian organizations; contacts with other NGOs and international humanitarian organizations in the field engaged in relief and economic security activities; management and supervision of locally hired staff, coordination with specialist colleagues and support of the staff.

Dec. 2003-Mar. 2005 Cash Assistance Programme Field Officer (International Committee of the Red Cross)

Major duties and responsibilities:

Implementation of Cash Assistance Programme in Vojvodina, Serbia and Montenegro; monitoring of application process, selection and implementation; collaboration with relevant stakeholders, i.e. Social Welfare Centres, Refugee Trustees, Red Cross Branches, etc; assisting in development of programme guidelines and benchmarks for the programme in Serbia and Montenegro; designing and establishing of monitoring reporting system, determining and addressing problems; regular financial managing, financial forecasting and reporting.

Oct.-Dec. 2002 Translator for the Microsoft Corporation

Major duties and responsibilities:

Work on the localization of Windows XP® software package for Serbian users; preparation of style guides and implementation of linguistic solutions; revision, editing and proofreading.

May '02 -October '02 Food Security Pilot Programme Manager (International Federation of Red Cross - Canadian Red Cross)

Major duties and responsibilities:

Coordination with the local Red Cross Branch Secretaries, overall implementation of three different pilot projects in three municipalities in Vojvodina, FRY; approval of the participants' list, monitoring of participants' selection process; procurement, distribution and insurance of livestock; execution of baseline surveys, monitoring implementation process, determining and addressing problems; communication with all stakeholders: liaison between local, regional, republican, federal and international levels of Red Cross and Red Crescent Movement; meeting with external stakeholders (i.e. local authorities and various humanitarian and international organizations); primary contribution to bi-weekly, mid-term and final narrative reports and regular financial managing, financial forecasting and reporting.

March-May 2002 Food Security Pilot Programme Assistant (International Federation of Red Cross - Canadian Red Cross)

Major duties and responsibilities:

Translation, interpretation, summarizing (Bosnian/Croatian/Serbian-English and vice versa); report writing; organization of meetings, logistical planning; assistance with correspondence and accounting; management of mail, faxes and packages.

2001 Administrative Clerk and PR Manager for DOO "Magelan corporation", Novi Sad

Major duties and responsibilities:

Organisation of tours, visits and sightseeing tours, tour-guiding for foreign visitors; booking services; coordination with foreign and domestic travel agencies; coordination and management of workflow; interpretation and translation; liaison with the press, maintaining contacts with media; preparation of promotional strategies and planning of promotional activities.

1996-1998 On-call Business Secretary for the Press center of the Novi Sad Fair

Major duties and responsibilities:

Secretarial work: coordination of manager's duties; organisation of administrative work; arranging meetings; interpretation/translation; liaison with the press; contacts with exhibitors.

Education

Sept. 2006 Graduated from the University of Novi Sad, Department of English language and literature

May 1996 Graduated from Grammar school in Sremski Karlovci (language department)

Languages

Serbian (mother tongue), English (excellent), French (excellent), Italian (basic)

Computer skills

OS: Windows 98, 2000, ME, XP

Computer literate (professional level): Microsoft Word, Excel, Power Point, Access, Microsoft Project, Outlook, Internet, Intranet, Lotus WordPerfect Suite, Lotus 1-2-3, Lotus Notes

CAT tools: SDL Trados, SDL Multiterm, SDL Winalign, MS Localization Studio and MS Helium

Graphic designer skills and prepress: Corel Draw, Corel Photo-paint, Adobe Photoshop

Extracurricular Activities

- 18.-25. Nov. 2001 Vienna, Austria
Lecturer at the JEF Vienna seminar: *Revolution in Yugoslavia on 5th October 2000*.
- 22.-29. April 2001 Novi Sad, Yugoslavia
Head of the organizational team of the international seminar "Human Rights in Yugoslavia after 5th October 2000"
- 22.-29. April 2001 Novi Sad, Yugoslavia
Head of the promotion and media team of the international seminar "Human Rights in Yugoslavia after 5th October 2000"
- 2001
Attended several NGO seminars (fund raising, decision-making, communication strategies, negotiation techniques) in Novi Sad, organized by the Civilians' Initiatives NGO.
- 2000
President of the Executive Board of *Mladi evropski federalisti Jugoslavije* (Young European Federalist JEF-YU), non-governmental organization, Yugoslav section of the International organization "Jeunes Europeens Federalistes" (JEF)

Interests

Traveling, playing basketball, fitness

Other

Clean driving license

Served compulsory military service

Letters of recommendation upon request