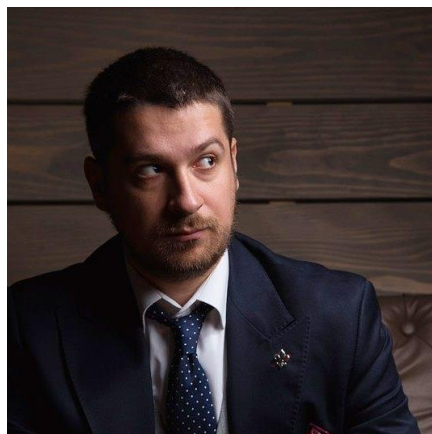


## Europass Curriculum Vitae



### Personal information

First name(s) / Surname(s)	<b>Vladimir Ristevski</b>		
Address(es)	Gjorgi Pop Hristov 6-1/5, 1000 Skopje, Republic of Macedonia		
Telephone(s)	Fixed: +389 2 2618488	Mobile:	+ 389 78257187
Fax(es)			
E-mail	<a href="mailto:vlanko.ristevski@gmail.com">vlanko.ristevski@gmail.com</a>		
Nationality	Macedonian		
Date of birth	31.10.1984		
Gender	Male		

### Desired employment / Occupational field

### Work experience

Dates	10.2013-today
Occupation or position held	Sales and Marketing Manager
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Head of Digital Marketing Team</li> <li>- Developing marketing strategies and plans for clients</li> <li>- Case study and best practice development</li> <li>- Developing and delivering in-house and external trainings on digital marketing</li> <li>- Business and product development</li> <li>- Consultative services for clients in the area of digital marketing</li> <li>- Optimizing digital marketing strategies for driving up sales</li> <li>- Sales and client communication</li> <li>- Online communications and crisis management</li> <li>- Trainer for digital marketing</li> </ul>
Name and address of employer	Piksel LTD
Type of business or sector	Sales and Marketing
Dates	03.2012-10.2013
Occupation or position held	Advertising Sales Specialist

Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Banner space sales for On.net.mk</li> <li>- Market analysis</li> <li>- Development of marketing plans</li> <li>- Social Media Management</li> <li>- Writing articles, conducting interviews, event reviews and columns</li> <li>- Financial projections and business analysis</li> </ul>
Name and address of employer	One, On.net.mk
Type of business or sector	Sales and Marketing
Dates	08.2005-now
Occupation or position held	Freelance Translator/Interpreter
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Translation of numerous documents for clients from many different fields</li> <li>- Interpretation of official meetings, conferences, workshops, seminars etc.</li> <li>- Expert for CAT tool Trados, troubleshooting and training for employees</li> <li>- Literary, technical, business, and court translation; subtitling; editing and proofreading;</li> </ul>
Name and address of employer	
Type of business or sector	Translation
Dates	10.2009 – 12.2010
Occupation or position held	ELT (English Language Teaching) Consultant for Oxford University Press
Main activities and responsibilities	Presentation of coursebooks to teachers, delivering and preparing product and teacher trainings/presentations, giving professional advice and aiding teachers, creating offers to companies, wholesale and retail of coursebooks and other professional resource materials, making invoices, visiting teachers and schools, following ELT news with foreign publishers, contacting foreign publishers, contacting clients via email and over the phone, and organizing seminars and presentations.
Name and address of employer	English Centre, Gradski Zid block 3, local 12, 1000 Skopje, Macedonia
Type of business or sector	Publishing, sales
Dates	09.2009 – 10.2009
Occupation or position held	Clipping Assistant, Translator and Sales Representative
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Summary and translation of relevant newspaper articles</li> <li>- Compiling daily reports from the field of economy and politics</li> <li>- Scanning newspapers and magazines for relevant information for clients</li> <li>- Contacting potential clients</li> </ul>
Name and address of employer	<b>PRISTOP KLIPING DOO</b> Vasil Gjorgov 32/1-9, 1000 Skopje, R. Makedonija
Type of business or sector	Clipping service
Dates	01.05-27.05.2009
Occupation or position held	Member of the Organizational Team of the Open Forum on "The Global Economic Crisis And Its Impact On Economies In South-Eastern Europe"
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Technical and computer support</li> <li>- translation of relevant documents and interpretation of video interviews</li> <li>- preparation of the flyer and poster</li> <li>- in charge of visitor invitation</li> </ul>

Name and address of employer	The Center for International Relations (CIR) Washington D.C., USA Skopje Office, 1000 Skopje, Macedonia
Type of business or sector	International organization
Dates	11-12.2008
Occupation or position held	Editor in chief
Main activities and responsibilities	Author of several episodes of the computer TV show Cyber Space
Name and address of employer	Digital Star Productions, 1000 Skopje, Macedonia
Type of business or sector	Media
Dates	08.2005-09.2007 (associate) 10.2007-11.2008 (employee)
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Translation of numerous documents for clients from many different fields</li> <li>- Interpretation of official meetings, conferences, workshops, seminars etc.</li> <li>- Computer maintenance and computer solutions</li> <li>- Company expert for CAT tool Trados, troubleshooting and training for employees</li> </ul>
Name and address of employer	ESP DOO, 20 Oktomvri no.34, PO box 721, 1000 Skopje, Macedonia
Type of business or sector	Human resources development and management
Dates	01-06.2005
Occupation or position held	TV presenter
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Presenting articles from the area of IT</li> <li>- Writing articles for the TV show and for the monthly magazine</li> <li>- Translation, proofreading and editing</li> </ul>
Name and address of employer	Enternet DOO, Orce Nikolov no.98, 1000 Skopje, Macedonia
Type of business or sector	Company for computer services, media
Dates	04.2004
Occupation or position held	Graphic designer
Main activities and responsibilities	Practical training for graphic design
Name and address of employer	Polyesterday, Rajko Zinzifov no. 50, 1000 Skopje, Macedonia
Type of business or sector	Graphic design and print
Dates	09.2003; 01.2004; 05.2004
Occupation or position held	Sales and marketing agent
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Sales and marketing</li> <li>- Power Point presentations for clients</li> <li>- Translation and Interpretation</li> </ul>
Name and address of employer	ANet Solutions DOOEL, Debarca 46, 1000 Skopje, Macedonia
Type of business or sector	Internet solutions

## Education and training

<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>2010-?</p> <p>Master of Arts in English Literature (currently a postgraduate)</p> <ul style="list-style-type: none"> <li>- American drama and literature</li> <li>- Anglo-Saxon Literary Theories</li> <li>- The Holly books as literature</li> </ul> <p>Ss. Cyril and Methodius University, Faculty of Philology, Department of English Language and Literature, Skopje, Macedonia</p>																																																												
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>2009</p> <p>Certified Court Translator/Interpreter from Macedonian into English and vice-versa</p> <p>Court translation of legal documents, as well as official court interpretation from Macedonian into English and vice-versa</p> <p>Ministry of Justice, Government of the Republic of Macedonia</p>																																																												
<p>Dates</p> <p>Title of qualification awarded</p> <p>Principal subjects/occupational skills covered</p> <p>Name and type of organisation providing education and training</p> <p>Level in national or international classification</p>	<p>2004-2008</p> <p>Bachelor of Arts in English Philology</p> <ul style="list-style-type: none"> <li>- Translation and Interpretation from Macedonian into English and vice versa</li> <li>- English grammar</li> <li>- English literature</li> <li>- Linguistics</li> </ul> <p>Ss. Cyril and Methodius University, Faculty of Philology, Department of English Language and Literature, Skopje, Macedonia</p>																																																												
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<p>Mother tongue(s)</p> <p>Other language(s)</p> <p>Self-assessment <i>European level (*)</i></p> <p><b>English</b></p> <p><b>Spanish</b></p> <p><b>Serbian/Croatian/Bosnian/Monte negrin</b></p> <p><b>Bulgarian</b></p>	<p><b>Macedonian</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> </tr> <tr> <td>A2</td><td>Basic user</td> <td>A2</td><td>Basic user</td> <td>A2</td><td>Basic user</td> <td>A2</td><td>Basic user</td> <td>A2</td><td>Basic user</td> </tr> <tr> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> <td>B2</td><td>Independent user</td> <td>B2</td><td>Independent user</td> <td>B2</td><td>Independent user</td> </tr> <tr> <td>C2</td><td>Proficient user</td> <td>C2</td><td>Proficient user</td> <td>B2</td><td>Independent user</td> <td>B2</td><td>Independent user</td> <td>B2</td><td>Independent user</td> </tr> </tbody> </table> <p>(*) <a href="http://europass.cedefop.europa.eu">Common European Framework of Reference for Languages</a></p>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	A2	Basic user	C2	Proficient user	C2	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user	C2	Proficient user	C2	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user
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<p>Social skills and competences</p>	<ul style="list-style-type: none"> <li>- Team work: I have worked on numerous high volume translations with many colleagues and was able to easily communicate with them and agree upon difficult work related issues</li> <li>- Ability to always offer customer satisfaction: contacting with the clients and resolving any issues that may arise to ensure customer satisfaction</li> <li>- Willingness and eagerness to learn new things inspired by my interest in many different fields of social living and business activities</li> </ul>																																																												

Organisational skills and competences	<ul style="list-style-type: none"> <li>- Whilst volunteering for the "Center for International Relations" I was part of the Organizational Team in charge of several different areas of the Open Forum</li> <li>- Team leadership: I was able to coordinate and lead a team of five translators and an expert proof-reader in the translation of a course book of 800 pages in just two months (out of which I myself translated 500 pages)</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>- Long time experience with the Microsoft Office package (Word, Excel and Power Point)</li> <li>- Experience with installing/reinstalling Windows (All OS's) and computer maintenance</li> <li>- Expertise in CAT tool Trados, troubleshooting, usage and training</li> <li>- Basic knowledge of Corel Draw, Adobe PhotoShop, Adobe Illustrator, Acronis True Image, Acronis Disk Director, video editing software etc.</li> </ul>
Driving licence	Category B

## Additional information

- During elementary school won 1<sup>st</sup> and 2<sup>nd</sup> place in the field of Meteorology on a national level in Macedonia
- Member of the non-governmental humanitarian organization "Embassy of All Children and Youth" and a member of the Youth Parliament.
- Individual Translation Projects:
  - o Translated the full documentation of Kaspersky Antivirus into Macedonian;
  - o Translated a correspondence from SILMAK to the international court of arbitration into English;
  - o Translation of a course book Modern Digital and Analogue Communication Systems
  - o Translation of a part of course book International Disputes
  - o Interpretation for the British Embassy
  - o Translation of a report for the Macedonian Ministry of Justice
  - o Translation of tender documentation for XLence Ltd., Greece
  - o Translation of the novel – "The Alexander Cipher" by Will Adams
  - o Translation of a part of a novel – "Humboldt's Gift" by Saul Bellow
  - o Translation of the Salonika Bombers by Jovan Boshkovski
  - o Translation of Essays – Joseph Brodski
  - o Translation of The Brief Wondrous Life of Oscar Wao – Junot Diaz
- Interpretation Clients And Events:
  - o British Embassy
  - o Nansen Dialog Center
  - o Ministry Of Information Society
  - o Meetings With The Ministry Of Internal Affairs, Customs And In The Administration Of TAV Airports At "Alexander The Great" Airport
  - o IFC – World Bank
  - o Federation Of Farmers Of The Republic Of Macedonia
  - o YES Network Project – EDC – USAID
  - o Regional Conference For Respa – Regional Center In Montenegro
  - o SEA Project – USAID
  - o PEP Project – USAID
  - o Regional Conference In Ohrid On Inter-Religious Dialogue
  - o Macedonian Government
  - o Friedrich Ebert Foundation
  - o Konrad Adenauer Foundation
  - o European Training Foundation
  - o European Commission
  - o Macedonian Chamber of Commerce
  - o EU – Info Center
  - o Holocaust Fund of the Jews of Macedonia
  - o GLZ – German International Cooperation
  - o Sinalco International Conference
  - o Macedonian Academy of Arts and Sciences
  - o Kultur Kontakt
  - o Tutunski Kombinat – Tobacco Company
  - o eSociety Conference
  - o Intel Seminar
  - o And numerous other one-time events
- Author of the novel "Confessions of a Psychotic Mind" in Macedonian