

# CURRICULUM VITAE

<b>Personal information</b>			
First name and surname	Mateja Logar		
Address	Paneče 40A, SI-3272 Rimske Toplice		
Telephone		Mobile phone	+386 40 551 526
E-mail	matejalogar@gmail.com		
Nationality	Slovenian		
Date of birth	26. 4. 1981		
Gender	Female		
<b>Desired employment/ occupational field</b>			
Translation, proofreading, reviewing, project management, administration			
<b>Work experience</b>			
Dates	2003–2006		
Occupation or position held	Translator		
Main activities and responsibilities	Subtitling of English movies, series, and documentaries		
Name and address of employer	Pro Plus, d. o. o., Kranjčeva 27, SI-1000 Ljubljana		
Type of business or sector	Media		
Dates	2005–		
Occupation or position held	Translator		
Main activities and responsibilities	Translating from English and German into Slovenian (law, banking, business correspondence)		
Name and address of employer	Linguarus, d. o. o., Dalmatinova 9, SI-1000 Ljubljana		
Type of business or sector	Translation		
Dates	2006–		
Occupation or position held	Translator/subtitler		
Main activities and responsibilities	Subtitling of German movies		
Name and address of employer	Slovenska kinoteka, Miklošičeva 38, SI-1000 Ljubljana		
Type of business or sector	Media		
Dates	2006–		
Occupation or position held	Translator		
Main activities and responsibilities	Subtitling of English and German movies for the LIFFe movie festival		
Name and address of employer	Cankarjev dom, Prešernova 10, SI-1000 Ljubljana		
Type of business or sector	Culture		
Dates	2006		
Occupation or position held	Translator		
Main activities and responsibilities	Translating of English technical texts		
Name and address of employer	Summit motors Ljubljana, d. o. o., Flajšmanova 3, SI-1000 Ljubljana		
Type of business or sector	Motor vehicle shop		
Dates	2006–		

Occupation or position held	Translator, proofreader, reviewer
Main activities and responsibilities	Translating, reviewing and proofreading on the MS Office 2007 project; translating of English and German manuals, catalogues, contracts, agreements
Name and address of employer	SDL, d. o. o., Stegne 21C, SI-1000 Ljubljana
Type of business or sector	Translation
Dates	2007–
Occupation or position held	Translator, reviewer
Main activities and responsibilities	Translating of German and English technical, marketing, food, medical and business texts into Slovenian; proofreading and reviewing
Name and address of employer	Biro 2000, d. o. o., Jerebova ulica 14, SI-1270 Litija
Type of business or sector	Translation
Dates	2007–2008
Occupation or position held	Translator/subtitler
Main activities and responsibilities	Subtitling of English documentaries
Name and address of employer	Prevajalski studio Milenko Babič, s. p., Kašeljaska cesta 65, SI-Ljubljana
Type of business or sector	Translation
Dates	2008–
Occupation or position held	Translator, reviewer
Main activities and responsibilities	Translating and reviewing of German and English automotive and technical texts into Slovenian; translating of Google products into Slovenian
Name and address of employer	Amidas, d. o. o., Mala ulica 5, SI-1000 Ljubljana
Type of business or sector	Translation
Dates	2008–
Occupation or position held	Translator
Main activities and responsibilities	Translating of German and English technical texts into Slovenian
Name and address of employer	Walo Bertschinger AG, P. O. BOX 1155, CH-8021 Zurich
Type of business or sector	Dam and Landfill Construction
<b>Education and training</b>	
Dates	2000–
Title of qualification awarded	student
Principal subjects/occupational skills covered	Slovenian, German and English language, translation modules (European Union, IT, Media, Medicine, Subtitling, Law, Subtitling, Sociology)
Name and type of organization providing education and training	University of Ljubljana, Faculty of Arts, Department of Translation
Note	February–July 2006, exchange student at Humboldt University in Berlin
<b>Personal skills and competences</b>	
Mother tongue	Slovenian

Other languages	German, English
Social skills and competences	consistent, flexible, meticulous, perceptive, resourceful
Organisational skills and competences	organisation and co-ordination, team work
Technical skills and competences	MS Office for Windows, Internet Explorer, Mozilla Firefox, CAT tools: Helium, Microsoft Localization Studio, Trados, SDLX (SDLX Trados 2007 License), Across, Idiom
Other skills and competences	proofreading, reviewing