

CURRICULUM VITAE

Personal details

- Name: Aleksandra Krsteska
- Date of birth: July 09, 1982
- Address: ul. "Koce Metalec" 2^v/14, Skopje
- E-mail address: aleks.krsteska@gmail.com
- Numbers: home + 389 (0)2 2628-763
cell + 389 (0)71 695-905

Skills and abilities

- proficient level of knowledge of English; advanced level of knowledge of French; certified court translator from English and French into Macedonian and vice versa
- strong organisational and communication skills, willing to accept new challenges and responsibility, ability to work in a team and under deadlines.
- excellent with computers, especially with MS Word, MS Excel, MS PowerPoint, Internet Explorer and the accounting computer program Quicken 4.0, the computer translation program Trados and basic knowledge of the statistical computer program SPSS.

Working Experience:

2011 – 2012 **Regional Accountant for Middle East and Northern Africa** at **International Republican Institute**, based in Amman, Jordan.

- responsible for reviewing monthly financial reports prepared by 9 field offices in the region and checking the compliance of the offices with the accounting procedures determined by US Headquarters and by the funders.
- liaison between US Accounting Department and the field offices.
- training of local accountants and respective program staff.

2010 – 2011 **Program Coordinator** at the office of **International Republican Institute** in Macedonia.

- responsible for preparation and coordination of IRI's quarterly public opinion polls, maintaining relationships with all political parties and local NGO as well as with the US Embassy and USAID;
- responsible for all cash and bank transactions, payment of invoices, timely submission of monthly financial reports prepared in Quicken 2004, sending out the Imprest documentation, preparation of documentation for VAT return, processing payroll, organization and scheduling meetings, translation and interpreting as needed.

2007– 2010 **Field accountant and office manager** at the office of **International Republican Institute** in Macedonia.

- responsible for all cash and bank transactions
- active communication with representatives of political parties
- organization of trainings and seminars
- translator and interpreter as needed

2005 – 2007 **terminologist, translator and interpreter** in English and Macedonian at the **Secretariat for European Affairs** within the Sector for Preparation of the National Version of Acquis Communautaire.

Additional assignments:

- responsible for maintaining the MultiTerm database as MultiTerm Administrator
- included in the EU Terminology and Corpus on the Web project;
- preparation of a Glossary on EU Pre-Accession Assistance

2004 - 2007 freelance interpreter (consecutive and simultaneous) and translator for IRI at training seminars for political parties and their auxiliaries and local chapters, youth organisations, women's associations;

2007 freelance interpreter and translator for Ohrid Institute (lectures, written translation of part of Olli Rehn's book "Europe's Next Frontiers")

2005 and 2006 freelance interpreter for IRI – International Republican Institute as part of the OSCE/ODIHR election observation mission at the 2005 municipal elections and 2006 parliamentary elections;

2005 written translation for the Joint Exhibition of the Faculty of Architecture and the Embassy of Switzerland at the Museum of Skopje – The Architecture of Ticino;
Interpreting at the Faculty of Architecture - The Dispersed House;

2005 Private English lessons;

August 2004 one-month internship at the Sector for European Integration.

Education

2007 – present postgraduate student in political studies at the Institute for Sociological, Political and Juridical Research, "*Ss. Cyril and Methodius*" University

2001-2005 graduate studies at the Department for Translation and Interpreting – English stream, at the Faculty of Philology "Blazhe Koneski" - Skopje at the "Ss. Cyril and Methodius" University
Main Subjects: Macedonian, English and French language
Vocation: graduated interpreter in English and French
Testimonial for achieved high average in the course of the studies (9.04)

1997 - 2001 student at the “Josip Broz – Tito” High School in Skopje, in the language stream
Diploma in Secondary Education, average 5.00

Achievements:

1998 participation at the International Competition on Latin Language and Literature “Certamen Ciceronianum Arpinas,” in Arpino, Italy.

Courses and Training

27 - 28 February 2007	Training on Introduction to EU legislation
11 - 12 December 2006	Seminar on Regional European Policy: The experience of Spain in organising, managing and control of the Community funds
3 November 2006	Seminar on Preparation of the Macedonian version of <i>acquis communautaire</i> and translation of the Macedonian legislation
18 - 19 May 2006	MultiTerm 7.1 Training at the Secretariat for European Affairs with Laure Bouquery, SDL Trados consultant
April – May 2006	EITC (European Integration Training Centre) at the Faculty of Economics in the area of Regional Policy, CAP and Rural Development EITC Certificate issued and recognized by the Faculty of Economics - Skopje and the College of Bruges
16 – 17 June 2005	Trados 6.5 Training at the Sector for European Integration with Laure Bouquery, SDL Trados consultant
18 April 2005	Seminar on the Language Issue in the EU-Integration Process
11 - 12 April 2005	Training on Preparation of the National Programme for Adoption of <i>Acquis</i>
1991 – 1997	English courses at the <i>English Today</i> School