



Europass curriculum vitae

Personal information

Surname(s) / First name(s)

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Nationality(-ies)

Croatian

Date of birth

03.11.1977.

Gender

Female

Desired employment / Occupational field

Project Assistant/ Translator

Work experience

Dates

December 2005 - June 2007

Occupation or position held

Office Manager/ Translator for the project CARDS 2002 Waste Management in Dalmatian Counties

Main activities and responsibilities

- Establishing and maintaining contacts with Project beneficiaries and partners (the Counties, Ministry of Environment Protection, Physical Planning and Construction, EC DEL)
- Project office administration; providing logistics support to project team members
- Organisation of 4 seminars for the representatives of local self-government and municipal companies
- Translation of project reports; interpreting at meetings
- Preparing, implementing and presenting the results of the Social Survey

Name and address of employer

Carl Bro, Granskoven 8, 2600 Glostrup, Denmark

Type of business or sector

Environment protection

Dates

January 2005 – April 2005

Occupation or position held

Conference interpreter for the project CARDS 2003 Municipal Environmental Management Capacity and Infrastructure Project

Main activities and responsibilities

- Consecutive/ simultaneous translation at workshops and seminars

Name and address of employer

UNDP/UNOPS, Croatia

Type of business or sector

Environment protection

Dates	2002 – 2007
Occupation or position held	Freelance interpreter/ translator
Main activities and responsibilities	<ul style="list-style-type: none"> - Translation of legal documents and in-court interpretation (in the capacity of the Certified Court Interpreter) - Consecutive/ simultaneous translation at conferences and seminars - Translation of EU guidelines, legal documents and conference papers for the Croatian Power Company (HEP); background documents for wind energy projects (2002-2005) - Translation of catalogues and film subtitles for the International Split Film Festival (2004-present) - Translation of technical documentation; editing CMS web-pages for Media Audio Ltd., Split (International distributor and consultant for high-end audio systems)
Name and address of employer	various companies/ translation agencies
Type of business or sector	Services

Dates	2001 – 2005
Occupation or position held	Part-time English language teacher
Main activities and responsibilities	<ul style="list-style-type: none"> - Teaching general, English for Special purposes and Business English courses to adults and children - Creating resource materials for colleague teachers - Participating in workshops and seminars
Name and address of employer	SOVA.COM and various Private Language Schools
Type of business or sector	Education

Dates	October 2003 – December 2004
Occupation or position held	Elementary School Library Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - Responsible for library administration, including database administration, review of library policies and development of programs - Developing the library web-site - Close cooperation with colleague teachers/ school administration on the development of the curriculum - Organising workshops on Croatian language and history and computer labs for younger students
Name and address of employer	Manus Elementary School, Split, Croatia
Type of business or sector	Education/ Administration

Dates	1999 – 2000
Occupation or position held	Secretary/ Translator
Main activities and responsibilities	- Administrative tasks; maintaining subscribers' database, preparing correspondence
Name and address of employer	Zri-Šport Ltd., Zagreb, Croatia
Type of business or sector	Publishing

Education and training

Dates	1995 – 2002
Title of qualification awarded	Bachelor of Arts, English Language and Literature and Information Science
Principal subjects/Occupational skills covered	<ul style="list-style-type: none"> - Courses in language development, theoretical and applied linguistics, literature, history and culture, literary theory, research and teaching methodology - Courses in information retrieval and indexing, subject classification, basic information sources and services and information management - Interdisciplinary graduate thesis on "Evaluation of Web-based Machine Translation Systems"
Name and type of organisation providing education and training	Faculty of Philosophy, University of Zagreb, Croatia

Dates 1998 – 1999
 Principal subjects/Occupational skills covered Pre-MBA courses in Macroeconomics, Microeconomics and Marketing, taught in English
 Name and type of organisation providing education and training Faculty of Economics, University of Zagreb, Croatia

Dates 1991 – 1995
 Principal subjects/Occupational skills covered High school education
 Name and type of organisation providing education and training 1st Grammar School, Split, Croatia

Personal skills and competences

Mother tongue(s) **Croatian**

Other language(s)

Self-assessment

European level ()*

English

German

Italian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user
A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

() Common European Framework of Reference (CEF) level*

Social skills and competences Excellent communication skills and public speaking competencies, gained through teaching experience, interpreting and seminar presentations;
 Well adapted to working in international teams.

Organisational skills and competences Ability to coordinate small teams;
 Strong sense of organisation and budget allocation (gained through library administration and in the capacity of an office manager);
 Experience in event organisation.

Computer skills and competences Thorough knowledge of information and network technology;
 Advanced user: MS Office applications (Word, Excel, Power Point, Access), MS Publisher, e-mail and internet applications;
 Use of professional translating software;
 Basic knowledge of image editing and web-design software.

Other skills and competences Certified Court Interpreter of English Language (appointed by the County Court in Split in 2002)
 Listed translator with the Ministry of Foreign Affairs and European Integration (2003)

Driving licence(s) B category driving licence

Additional information

Member of the Croatian Association of Teachers of English (HUPE)
 Participated in A.S. Hornby and British Council Summer School, Gniezno – Poland (August 1-14, 2004) on 'Intercultural Studies on the Web – Methodology and Materials – Europe'.