

Freelance translator

Maja Šarić

Make your words my business

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Professional statement

- A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source to a target language.
 - Provided translations are competent, resourceful and demonstrate profound understanding of both source and target languages.
 - Work is to be delivered within the deadline. Seeking to agree on all specifics before taking on an assignment while remaining open to any subsequent changes, which is why ensuring smooth communication flow is high on the list of priorities.
- Fields of specialization:**
- HR / business / economy / marketing
 - Health / wellbeing / medicine
 - Tourism
 - Literature

Key achievements:

Carrying out, testing and delivering the HR Barometer survey in English language, then subsequently drafting a Report and translating it to Serbian.

Generating a translation of HR consulting services marketing brochure, English to Serbian.

Translation of Must-know Health Facts by R. J. B. Willis, **Published**

Translation of The Little Book of Health for Seniors, by Sharon Platt – McDonald, **Published**

Translation of God's little book of Marriage Builders by Karen and Bernie Holford, **Published**

Produced a successful translation of a number of hotel & resort descriptions, English to Serbian, for translating agency Bel Translations

Organisation, preparation and delivery of numerous classes of English language. Taught both children and adults, in various schools and institutions, and in differently sized groups.

Employment History

Freelance translator

2011 – Present

Listing of translated documents & purchasers:

Name of the document	Language direction	Purchasers & Stakeholders	Field of specialisation
HR Barometer Survey	English to Serbian	PricewaterhouseCoopers	HR
HR consulting services marketing booklet	English to Serbian	PricewaterhouseCoopers	HR
Proposal for performance appraisal and bonus system design	English to Serbian	PricewaterhouseCoopers	HR
Proposal on general HR services provided at PwC	English to Serbian	PricewaterhouseCoopers	HR
*All the above documents were reviewed and signed off by an English native speaker, Partner at PwC Serbia.			
Numerous documents	English to Serbian Serbian to English	PricewaterhouseCoopers	business
Numerous e-mails	English to Serbian Serbian to English	PricewaterhouseCoopers	business correspondence
A section on B 2 B marketing from the "Business Marketing" by F. Robert Dwyer, University of Cincinnati and John F. Tanner, Jr, Baylor University	English to Serbian	Natural person	Economy/marketing
Tony Robbins life coaching audio files	English to Serbian	Natural person	Health / Wellbeing / Medicine

The 80/10/10 Diet by Dr Douglas N. Graham	English to Serbian	Natural person	Health / Wellbeing / Medicine
Your favourite bedtime stories 2-4, by Uncle Arthur	English to Serbian	Publishing company Preporod, Belgrade	Childrens' literature
Must-know Health Facts by R. J. B. Willis, <i>Published</i>	English to Serbian	Publishing company Preporod, Belgrade	Health / Wellbeing / Medicine
The Little Book of Health for Seniors, by Sharon Platt – McDonald, <i>Published</i>	English to Serbian	Publishing company Preporod, Belgrade	Health / Wellbeing / Medicine
God's little book of Marriage Builders by Karen and Bernie Holford, <i>Published</i>	English to Serbian	Publishing company Preporod, Belgrade	Health / Wellbeing / Medicine
A number of hotel & resort descriptions	English to Serbian	Translation agency Bel Translations	Tourism
the segment on Tourism Law of the Republic of Serbia	Serbian to English	Translation agency Bel Translations	General Law
The editorial concept	Serbian to English	Magazine "Vodic za Zivot"	Other

PricewaterhouseCoopers

2009 – 2011

HR Services consultant:

- Gathered information, summerized conclusions, handled variouse instructions while being involved in the HR structure transformation project in a big domestic company,
- Managed communication with both superiors and clients, mastered job matching schemes and collaboratied with clients, while collecting data, at as a team member in conducting Salary Survey projects in Serbia,
- Involvement in conducting HR barometer survey
- Preparation of a Proposal for performance appraisal and bonus system design, in English, and providing a verstile translation to Serbian

All the above conducted, drafted and presented mainly in English language

Business secretary

2006 - 2009

- Frequent translation of documents: English to Serbian and vice versa
- Managing different documents, sites, applications and programmes in English language
- Regular business correspondence, conducted both in English and Serbian language

English teacher

2004 – 2006

Preparing lessons and teaching English language to both children and adults in various private schools as well as tutoring at one to one private lessons

- Language school International – adults
- Adventists Church in Belgrade – adults
- Language school Vesta – children

Qualifications

Faculty of Organisational Sciences, University of Belgrade

Master professional degree on Human Resource Management

The thesis title: *Education of Trainers, 2010*

Gymnasium, Cuprija, 1998

Faculty of philology, University of Belgrade

Bachelor degree on Arabic language and literature and English language, 2003

General skills

- Familiar with translation software tools: SDL Trados 2007 & 2011, MemSource, Google Translate
- Experienced with Microsoft Office, Excel, Word, Power Point and Outlook
- Experienced in Lotus notes, I Power
- Extensive use of Internet

Trivia

I enjoy long walks in nature, quality reading and good music. I love traveling excitement, volley ball with friends and family picnics.