

## PERSONAL INFORMATION

Ivan Sertić

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## JOB APPLIED FOR

Translator

## WORK EXPERIENCE

August 2008 – 2017

## Owner

LYNX, translation office

Petrova 53, 10000 Zagreb (Croatia)

Self-employed translator and outsourcer;

Activities: translating, AV translating, outsourcing, project lead on larger translations, negotiation with agencies and end-clients

Business or sector translation

August 2009 – Present

## Primary education teaching professional

OŠ Bukovac

Trnac 42 HR-10000 Zagreb (Croatia)

Teaching English language

September 2007 – August 2008

## Primary education teaching professional

OŠ Matije Gupca

Davorina Bazjanca 2 HR-10000 Zagreb (Croatia)

Teaching history

Business or sector Education

September 2004 – July 2005

## Primary education teaching professional

OŠ Banija

Dr. Gaje Petrovića 5 HR-47000 Karlovac (Croatia)

Teaching History

Business or sector Education

2003 – Present

## Freelance translator

(companies and references on demand)

2017

-Steady work for three steady clients, companies from the USA (translation of manuals, UI, software localization, legal documents, proofreading, recruitment), Taiwan (translation, legal, mobile apps UI, manuals) and a new UK client (translation, marketing, manuals).

2016

-Steady work for three steady clients, companies from the USA (translation of manuals, UI, software localization, legal documents, proofreading, recruitment), Taiwan (translation, legal, mobile apps UI, manuals) and the UK (subtitling, proofreading).

2015

-Steady work for three steady clients, companies from the USA (translation of manuals, UI, software localization, legal documents, proofreading, recruitment), Taiwan (translation, legal, mobile apps UI, manuals) and the UK (subtitling, proofreading).

2014

-Steady work for three steady clients, companies from the USA (translation of manuals, UI, software localization, legal documents, proofreading, recruitment), Taiwan (translation, legal, mobile apps UI, manuals) and the UK (subtitling, proofreading).

2013

- Localization and Windows 8 terminology synchronization of various HP user manuals and software
- Localization of Android software (UI and manual/help files) and various apps for Croatian market
- Subtitling for SDI Media, London (various shows and series)

2012

-Translation of manuals and User guides for a wide array of Dell, Eaton and Modcom products for a local IT company

- Localization and Windows 8 terminology synchronization of various HP user manuals and software
- Localization of Android software (UI and manual/help files) and various apps for Croatian market
- Subtitling for SDI Media, London (various shows and series)

-Translation of various manuals and UIs for a wide array of Asus products

2011

-Translation of manuals, UIs and User guides for a wide array of Dell, Alienware and Eaton products for a local IT company

-Project lead on website localization for the local representative of Himalaya Drug Co.

-Subtitling for SDI Media, London (various shows and series)

2010

-Localization of Android software (UI and manual/help files) and various apps for Croatian market

-Translation of various manuals and UIs for a wide array of Asus products

-Translation of numerous HP software packages and applications

-Translation of a manual for EndoWrist surgical equipment

-Subtitling for SDI Media, London (various shows and series)

-Translation of manuals, UIs and User guides for a wide array of Dell products

2009

-Translation into English of a textbook for the subject of History (Povijest 8, Alfa)

-Localization of Epson's website

-Localization of a remote image printing website

-Localization of Cyberlink PowerDVD 8 + various minor applications

-Subtitling for SDI Media, London (various shows and series)

-Translation of various manuals (Asus, Dell)

-Translation of various promotional materials for cinema

2008

-Various software and website localization into Croatian (Firefox 3, Splashtop, etc.)

-Translation into English of schoolbooks for the subjects of History and Social Studies

-Translation of manuals for various products by Asus

-Collaboration on translation of Homeric Whispers: Intimations of Orthodoxy in the Iliad and Odyssey by Roberto Salinas Price

2007

-Translation of Access to "Social Rights for People with Disabilities in Europe" by Council of Europe Publishing;

-Collaboration in Croatian localization of Adobe software

2006

-Translation of university reports in fields of history, anthropology and sociology

2005 - 2008

-Translating (English-Croatian and vice versa) business correspondence for an architectural design company Atrij 53 Ltd. Zagreb

2003 - 2005

-Consecutive translation (English-Croatian) on business presentations for Selekt Ltd., Zagreb

Business or sector Translation industry

## EDUCATION AND TRAINING

1998 – 2007

### Master of Arts

Faculty of Humanities and Social Studies at the University in Zagreb, Zagreb (Croatia)

Field 1: English language and literature

Field 2: History

## PERSONAL SKILLS

Mother tongue(s)

Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Faculty of Humanities and Social Studies at the University in Zagreb					
German	B1	B1	A2	A2	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://europa.eu/education/languages/framework)

Communication skills

I highly value team-work and consider myself a very sociable and approachable person. I tend to see the best in people. I have ample skills in negotiating translation rates with clients and agencies. I enjoy team sports and regularly play football. Team sports do build character.

Organisational / managerial skills

At my current teaching position I have no choice but to be a leader. All the time. I consider myself a good organizer and prioritizer. As an owner of a small translation office, I am tasked with maintaining operations which would in larger companies normally be divided among different sectors. I am a director, translator, project manager, outsourcer, IT support, office assistant and cleaning and maintenance department all in one person.

Job-related skills

I have been translating for 10 years now. In 10 years I have acquired much experience in everyday translation activities and learned that being a freelancer actually makes you part of a much larger team on project to project basis. I am a good learner and deliver my work on time. I take pride in these things, as well as good relationship with clients and project managers.

Computer skills

I very proficient with computers and regularly use standard MS Office programs. I am also familiar with small office networks.

I am a proficient user of translation industry's leading CAT tool SDL TRADOS.

I am also a proficient user of GTS, SDI Media's AV translation software.