

CURRICULUM VITAE

Name: Maja Martinec
Profession: graduated economist
Current position: freelancer
Date of Birth: 8 th of May 1977
Nationality: Slovene
Area of expertise: Audit and accountancy
Key experience:
<p>Via ProZ and local agencies I have been engaged in the following projects: translation of a web page containing classifields; translation of various computer related texts; brochure of products and their descriptions for customers; translation of a user manual for a medical equipment; translation of a License Agreement for a GPS receiver and a license agreement for an advertising interactive display program; translations and proofreadings of menus and messages of GPS and its applications; translation of a web community, translation of a press release information regarding fastener fair; translation of an inquiry on how people behave on Internet; translation of a Powerpoint presentation for one of the leading clothing retailers in Europe about eco aspects of their business; translation of English Safety Statements; proofreading of a product descriptions for on-line sale; translation of Safety and Operating Instructions for fastening tools; translation of Instruction and maintenance manual for professional air kit; proofreading of user manuals for different kinds of technical equipment; proofreading of Small Craft Owner's Manual; translation of English Survey on internet behavior; proof reading of the brochure on powder process control; translation of instructions for the use of child's car seat; proof reading of declaration of compliance with EU standards etc.</p>
<p>At PricewaterhouseCoopers I was a team member in financial audit projects (mainly banks, insurance companies and mutual funds) and have also been engaged in translations of annual reports and various business letters and reports for some of our clients, all from English to Slovene.</p>
<p>In 2005 our neighbors bought a game called Warcraft (http://www.fantasyflightgames.com/warcraftsupport.html) that did not include Slovene instructions. So that the children could learn how to play a game by the rules by themselves, three friends including myself translated this instructions from English to Slovene.</p>
<p>In 2004 I was working for a software company Logos Ltd. in Kranj, Slovenia as a presenter for potential outland clients. I also translated their web page from Slovene to English (unfortunately their current goal is not international sale of their products and have omitted the English version of their web page) and the menu of their biggest program for schools named LoPolis.</p>

My job at Institute Jozef Stefan was to organize technology transfer meetings and to attend workshops where I would be a contact person between foreign and domestic technology developers and users (that is science institutes and industry). At the meetings besides organization I was responsible for simultaneous translations between Slovene and foreign members of the contract.

Highest Education:

BSc in Economics, Faculty of Economics (2002) - program Accountancy and Audit

Job History:

2007 - today

freelance translator

2004 – 2007 PricewaterhouseCoopers

Assistant associate of financial audit

2002-2003 Institute Jozef Stefan

team member in EU projects of technology transfer

Languages:

Slovenian: native

English: fluent (acquired Certificate in Advanced English and First Certificate in English)

German: elementary

Computer skills:

Trados, MS Office, Internet, Lotus Notes, Visio.