

ALEKSANDRA ANDRAKOVIĆ

ADDRESS M. Gandhija 4, 10090 Zagreb, Croatia
TELEPHONE +385/1/345-6743, +385/98/9842-770
E-MAIL ADDRESS alexandra.andrakovic@gmail.com
DATE/PLACE OF BIRTH January 6, 1975, Osijek, Croatia
CITIZENSHIP Croatian

EXPERIENCE

- APRIL 2008 - PRESENT eLocutio
Director and Translator/Interpreter
- Managing all translation services, written and oral, for various clients
 - Written translation of documents in a wide variety of disciplines (tourism, finance, marketing, management, investment facilitation, legislation)
 - Proofreading and editing of translations
 - Interpreting (simultaneous and consecutive) of seminars, trainings, meetings
 - Coordinating outside translators as needed in translating and editing of documents
- OCTOBER 2004 –
MARCH 2008 USAID Enhancing SME Performance Project,
Implemented by DAI/Nathan Group
Program Coordinator
- Managing all translation services, written and oral, for project staff, programs, workshops, seminars, trainings and meetings
 - Written translation of documents in a wide variety of disciplines (finance, marketing, management, investment facilitation, legislation)
 - Interpreting (simultaneous and consecutive) of seminars, trainings, meetings
 - Coordinating outside translators as needed in translating and editing of documents
 - Day-to-day oversight of the Monitoring & Evaluation system, working with the Program Director to ensure that the database operates smoothly, staff meet their responsibilities to input data in a timely and reliable way, and that staff work with partners to effectively deliver partner information on their activities sponsored by ESP
 - Working with the Program Director and component managers on a quarterly basis to review and scrub data, analyze results and present quarterly results to accurately and completely reflect ESP's performance
 - TAMIS (Technical, Administrative, Management Information System) administrator – training staff on using the system, maintenance of TAMIS entries, coordination of troubleshooting and upgrades with the TAMIS system administrator
 - USAID branding – producing promotional materials (flyers, folders, posters, business cards) for the project in accordance with USAID branding rules, and organizing their printing, as well as adapting project documents, presentations, reports and training materials to comply with the USAID branding rules
- OCTOBER 2003 –
SEPTEMBER 2004 USAID Croatian Enterprise Promotion Activity,
Project administered by Deloitte & Touche
Translator
- written translation of documents in a wide variety of disciplines (finance, marketing, management, food safety, human resources, customer relations management, ISO standards and across numerous sectors, e.g., agribusiness, wood, tourism)
 - interpreting (simultaneous and consecutive) of seminars, training, meetings
 - coordinating other translators when needed, working in a team with other translators
- FEBRUARY 2002 –
OCTOBER 2003 MoD, CMA “Petar Zrinski”, Foreign Languages School “Katarina Zrinska”
English and German language teacher and interpreter
- designing, developing and conducting intensive 6-8-week language courses
 - participation in planning and administering language testing conforming to NATO standard (STANAG 6001)
 - acting deputy of the Head of the German department – included administrative work for the German department, organizing work, contacts with foreign representatives and high level delegations
 - translation of military texts

ALEKSANDRA ANDRAKOVIĆ

OCTOBER 2001 – APRIL 2002	“Otvoreno učilište Agora” <i>English Teacher</i> - planning, preparing and conducting language courses
SEPTEMBER 2001 – JANUARY 2002	High School for Textile, Leather and Design, Zagreb <i>English Teacher</i> - planning, preparing and conducting language courses - preparing and conducting evaluation
1998 – SEPTEMBER 2001	Bratoljub Klaić Elementary School, Bizovac <i>English and German Teacher</i> - planning, preparing and conducting language courses and evaluation - work with young learners, advanced students, students with learning disabilities
1998 – 1999	Ladimirevci Elementary School, Ladimirevci; Kindergarten “Maslačak”, Belišće <i>English Teacher</i> - planning, preparing and conducting language courses for young learners

EDUCATION

2007 – 2008	Postgraduate Study Centre of the University of Zagreb Postgraduate Specialist Course in Conference Interpreting
1993 – 2000	Faculty of Philosophy of the J.J. Strossmayer University in Osijek Degree – Teacher of English and German language and literature
1989 – 1993	High school specializing in mathematics and computer science

OTHER WORK EXPERIENCES

1995 – 2002	Worked for a court interpreter for English and German language Translated texts in various areas – medicine, agriculture, economy, administration
2000 – 2002	Conducted written and oral translations for the Municipality of Bizovac
2000	Teacher and designer of a business English language course.
OCTOBER 2000	Participation in an EU project for political education of youth, Romania <i>Organizer-interpreter</i>

FURTHER EDUCATION

MARCH – APRIL 2003	Seminar “ <i>Introduction to methodology of German language teaching, part 1</i> ” Federal Department for Languages, Hürth, Germany
FEBRUARY 23, 2003	State exam
OCTOBER 1, 2000	Exam “ <i>Basic computer skills</i> ” Areas: Use of MS Windows, MS Excel, MS Power Point and Internet
FEBRUARY 2002	<i>Teacher development course</i> organized by British Council and FLS “Katarina Zrinska”
DECEMBER 2001	Teacher state exam

OTHER RELEVANT SKILLS & INTERESTS

Sound knowledge of MS Windows operating system, and excellent knowledge of MS Office application suite and TRADOS

Driver's license

Linguistics and literature, new developments in translation theories, computers (computer assisted translation)

REFERENCES

Letters of reference and contacts available upon request