

PERSONAL INFORMATION

Dario Borčak

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Sex Male | Date of birth 17 Mar 1985 | Nationality Bosnian-Herzegovinian

POSITION

WORK EXPERIENCE

1 May 2003–1 Sep 2003

Assistant

Corstjens Worldwide Relocation Group, Sarajevo (Bosnia and Herzegovina)

1 Oct 2008–1 Jul 2013

Translator, Project Manager

Context, Sarajevo (Bosnia & Herzegovina)

1 Jul 2013–1 Oct 2015

Project Manager, Production Manager

Text United GmbH, Sarajevo (Bosnia & Herzegovina)

1 Oct 2015–Present

Client Assistance Manager

Text United GmbH, Sarajevo (Bosnia & Herzegovina)

EDUCATION AND TRAINING

2001–2005

Second Grammar School Sarajevo, Sarajevo (Bosnia & Herzegovina)

2005–2013

Professor of English Language and History

Faculty of Philosophy Sarajevo, Sarajevo (Bosnia & Herzegovina)

PERSONAL SKILLS

Mother tongue(s)

Bosnian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Croatian	C2	C2	C2	C2	C2
Serbian	C2	C2	C2	C2	C2
German	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2
French	A2	B1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - perfect communication skills gained through years of managerial tasks (project manager, production manager)

Organisational / managerial skills - I have organized and managed several people (below 10) within an office and dozens of outsourced people involved in various tasks (translation, etc.).

Job-related skills

- perfect translation skills
- long-term experience in managing people
- excellent communication skills (with clients, etc.)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital competences - Self-assessment grid

- I have excellent knowledge of MS Office (10 years of experience).
- I can also use a variety of CAT tools (Text United App, Trados, MemoQ, Wordfast)
- Good knowledge of various editing tools such as InDesign, QuarkXpress, etc.

Other skills - I am an avid reader (technology, CAT tools, translation, etc.)

Driving licence B