


## PERSONAL INFORMATION

## Sonja Stojkova



 130 Kliment Ohridski, 2400 Strumica (former Yugoslav Republic of Macedonia)

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 sonja\_strumica@hotmail.com

Sex Female | Date of birth 03/05/1987

## JOB APPLIED FOR

## Translator

## WORK EXPERIENCE

01/09/2010–Present

## Teaching professional

Lingua Nova, Strumica (former Yugoslav Republic of Macedonia)

- Developed and implemented daily and unit lesson plans, administered tests and evaluations, and analyzed student performance.
- Fostered a classroom environment conducive to learning and promoting excellent student/teacher interaction
- Worked collaboratively with other teachers and professionals to create effective lessons that met the learning needs and abilities of all students.
- Actively participated in activities which included: assessing student progress, assigning grades, taking attendance, keeping parents/guardians informed through newsletters, phone calls and email.

03/2009–Present

## Translator

Global Voices, (former Yugoslav Republic of Macedonia)

Translating articles voluntarily for 'Global Voices'- an international community of bloggers who report on blogs and citizen media from around the world.

01/09/2009–01/08/2010

## Au-pair

Michael Sobl, Dusseldorf (Germany)

02/2009–05/2009

## Volunteer

Ministry of education, Skopje (former Yugoslav Republic of Macedonia)

Translating the 'Practical Guide to contract procedures for EC external actions'

2008–Present

## Freelance Translator

## EDUCATION AND TRAINING

25/10/2014

## Participation in the Second International Translators Conference

Skopje (former Yugoslav Republic of Macedonia)

08/04/2014–Present

## Sworn Court Translator

Ministry of Justice, Skopje (former Yugoslav Republic of Macedonia)

- 01/11/2013–Present **Masters degree in Education policy and management**  
University "Goce Delchev", Shtip (former Yugoslav Republic of Macedonia)
  
- 13/11/2013 **Attended the Macmillan Online Conference- Exams session**  
Macmillan Education
  
- 09/11/2013 **Participation in the First International Translators Conference**  
Macedonian Translators Association, Skopje (former Yugoslav Republic of Macedonia)
  
- 10/02/2013–28/05/2013 **Teaching English Certificate in Secondary English Language Teaching**  
British Council
  
- 05/02/2010–25/05/2010 **Participation in a language course**  
Volkshochschule Dusseldorf, Duesseldorf (Germany)  
German Language B1
  
- 05/02/2010–25/05/2010 **Participation in a language course**  
Volkshochschule Dusseldorf, Duesseldorf (Germany)  
Business English C2
  
- 01/10/2005–01/10/2010 **Bachelor degree in translation and interpreting in English and German**  
Ss.Cyril and Methodius, Skopje (former Yugoslav Republic of Macedonia)  
Course work included introduction to translation and interpretation, fundamentals of translation, technology and for translators and interpreters. Workshops included CAT Tools for translators and business skills for translators.

**PERSONAL SKILLS**

Mother tongue(s) Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B2	B2	B1	B1	B1
Serbian	C2	C2	C1	C1	C1
Bulgarian	B1	B1	B1	B1	B1

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

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)
- Empathic listener
- Writing creative or factual

- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills

**Organisational / managerial skills**

- Planned and prioritized to ensure that set deadlines are met
- Coordinated and scheduled colleagues' work
- Monitored, evaluated and enhanced individual and team performance

**Job-related skills**

Member of the Macedonian Translators Association

Member of English Language Teachers' Association of Macedonia

Translator for Global Voices- an international community of bloggers who report on blogs and citizen media from around the world.

**Digital competence**

MS Office (Word, Excel, Powerpoint), Adobe Acrobat, Outlook, Internet, Wordfast, Trados