

Ana Medan

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Professional Summary

Translator with more than 10 years of experience working in professional and scientific communities. I have participated in diverse translation work including scientific materials and large-scale executive organization documents, commercial materials. I am consistently relied upon for verification and correction of translated materials. During these years, I have assisted a variety of clients with projects related to translation services, allocation and localization of clients and services providers for various materials, participated in development of long lasting relationships with clients by providing an excellent customer service. As a person who also respects deadlines as set by the client requirements for each task, I have managed to maintain good and reliable collaboration with various clients and companies all around the world.

Native language: Serbian

Work Experience

Freelance translator 2006– present

- translating and proofreading of company safety standards
- translating and proofreading of governmental legal documents
- translating and proofreading of contracts, agreements
- translating and proofreading of **FIDIC** contracts and agreements, various editions
- translating and proofreading of IT presentations and brochures IT courses
- translating and proofreading of technical manuals
- translating and proofreading of financial documents for the local companies (financial reports, audit reports and strategies)
- translating and proofreading of commercial contracts
- translating and proofreading of tender documentation
- translating and proofreading of the general documents (birth/death/marriage certificates, driving licenses, police records etc.
- translating and proofreading of scientific works related to Civil Engineering, Architecture, Economy, Management, Environmental Protection, Tourism, Industry
- translating, proofreading and (copy)writing access works, master and PhD theses with data analyses
- translating and proofreading of brochures for travel agencies,
- translating, proofreading and editing subtitles of different videos
- subtitling/translating videos from fields of science, comic, drama, environment etc. Participation in various subtitling projects related to NGO sector

Language pairs:

English – Serbian
English – Croatian
English – Bosnian
German – Serbian
German – Croatian
German – Bosnian
English – Italian
Italian – Serbian
English - German
and vice versa

Collaboration companies for which I provide translation, proofreading and editing services are located in following countries:

Serbia, Bosnia and Herzegovina, Croatia, UK, USA, Germany, Romania, Lithuania, Czech Republic, Moldavia, Greece, Turkey, Belgium, Italy, France, Israel, Egypt, Switzerland

12/2017 – present

Borderfree Association for human rights, Switzerland – Translation services and organization of various materials related to funding and localization projects for refugees and migrants

September – October 2022

Assistant and translator for Long-term observers for OSCE ODIHR during campaigns for General Elections in Bosnia and Herzegovina

Education

2003 - 2016

English language – English school “Rubicon” in Novi Sad, Serbia – Fluency Level

Italian language – Radnicki univerzitet, Novi Sad, Serbia, Advanced Level

German language – Language School “Avalon” Novi Sad, Serbia – B2 Level

2001 - 2013

Master Degree in Civil Engineering - Faculty of Technical Sciences (FTN) - Novi Sad, Serbia

2019

TEFL Certificate in teaching English as a foreign language

Skills

-Technical knowledge on many software programs, including SDL Trados, SDLX, MemSource, Multiterm, MemoQ, Wordfast, Wordbee, Engineering software packages, MS Office, different platforms for translation, AutoCad, Prosteel

- Fluent in colloquialisms, business vocabulary, and scientific terminology

- Strong communication skills. Work well in fast-paced and changeable environment. Self-discipline, punctuality, respect for deadlines, adaptation to circumstances, working conditions. Creative thinking skills; comfortable with both verbal and written communication, including preparing and giving presentations; extremely precise and dedicated.

Hobbies and interests

During my free time, I enjoy doing exercises for strength, reading, painting. I also participate in various sport, art, and humanitarian organizations and activities. Enjoy cooking, making handmade stuff.