**Personal Information**

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|  | **Name:****Address:** | **Ivan Nedeljkovic**Lenjinova36/10 |
|  |  | Vranje |
|  | **Telephone:** | +381604946244 |
|  |  |  |
|  | **Email:** | No1sia@hotmail.com |
|  |  |  |
|  | **Date of birth:** | 24.09.1991 |
|  |  |  |
|  | **Citizenship:** | Serbian |
|  |  |  |
|  | **Educational level:** | Bachelors  |
|  |  |  |
| **Work Experience (years):** 8  |
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|  | **Fields of experience:** | -English language |
|  |  | -Serbian language |
|  |  | -Croatian language |
|  |  | -Bosnian language |

**Education**

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|  | **College:** |  University of Pristina, |
|  |  | Faculty of Philosophy, |
|  | **Location:** | Department of English language and literatureKosovska Mitrovica, Serbia. |
|  | **Qualification, title:** | Graduate Student |
|  | **Year started/ended**: | 2010-2016 |

**Work Experience**

**2009 – 2012 -**Worked as a freelance translator at my college. I was translating scripts, books and seminar papers for various professors and students in order to gain translating experience and money. I translated many texts from miscellaneous fields such as: English literature, law, ethics, history, psychology, clinical psychology…

**Since 2012 –** I’ve done many projects using online sites such as proz, translator village, translators directory, translation base, translators cafe, freelancer… This experience really helped me to develop my knowledge and translating experience. I’ve met a few people who introduced me to the whole system of online translating and money making.

**2012 -2015–**I translated for one of the biggest local companies in my city called “Zavarivac”. Their basic activity is prefabrication of steel constructions, various kinds of reservoirs, gas stations and gas installations. I have an official document

that proves this cooperation.

**2015-** Went in USA via Work and Travel agency and got the job as a line cook in the local American restaurant and as a host at a Mexican restaurant. I have gained a lot of working experience there in the form of preparing meals and welcoming guests in the best way possible. I also had to be prepared to answer all the questions guests had, so I had to be prepared to improvise and figure every dispute they had.

**2016-** In the beginning of 2016 I have joined one of the biggest online companies for teaching English language online called “DMM Eikaiwa”. In order to commence with the conducting of the classes, firstly I had to be subjected to rigorous and difficult tests I had to pass. Vocabulary, grammar, spelling, speaking, and many other types of tests were held, and I did an extraordinary job. I am still working in this company, and I have students from all around the world. The other thing which really suits them to learn English language in a convenient manner is that they can choose between which type of lessons they want to be presented with. Free conversation, lesson materials (from our website), randomly chosen subjects, student’s link share, teacher’s suggestion, are just one of the types. I am still working here, and I’m really happy to be a part of such a beautiful community. Here is a link to my profile: http://eikaiwa.dmm.com/teacher/index/9068/
**2012-present –** Since 2012 I have been indulged in many article, blog, report, SEO writings. Starting back at my college, where I gained the most experience when it comes to it, I was part of many projects regarding both article and blog writing. In 2016 I was given the opportunity to write blog posts regarding meal preparations and cooking styles for a website called zakuvavanje.rs

**Skills and abilities**

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|  | **Computer skills:** | Microsoft Word 2007 (Advanced User) |
|  |  | Microsoft PowerPoint2007 (Intermediate User) |
|  |  | Microsoft Excel 2007 (Intermediate User) |
|  |  | Windows 2000, XP, 7 (Advanced User) |
|  |  | Video Games expert |

**Familiar with translation software tools.**

**Excellent communication and social skills.**

**Able to work to tight deadlines.**

**Able to priorities work.**

**Fields of expertise: Administration, IT, Life Sciences, Birth Certificates, Manufacturing,**

**Economics, Media and Entertainment, Technology, Travel and Tourism, History, Video

Gaming, General, Websites, Education, Literature, Art, Advertising, etc.**

**Professional references:**

1. **Stefanie song**

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