

# MAJA JAZBEC

---

## Curriculum Vitae



---

### PERSONAL DATA

**Name and surname:** Maja Jazbec  
**Gender:** female  
**Date of birth:** 15<sup>th</sup> December 1978  
**Place of birth:** Celje, Slovenia  
**Permanent address:** Zgornji Žerjavci 65b, 2230 Lenart, Slovenia  
**Mobile:** +386 40 293 764  
**E-mail address:** [maja.jazbec@gmail.com](mailto:maja.jazbec@gmail.com)  
**Citizenship:** Slovenian

---

### EDUCATION AND

### QUALIFICATIONS

(formal and informal)

#### 2005–2017

Informal education in the workplace (translating, learning the basics of project management in different fields, improving organizational and computer skills, mastering the translation process, use of subtitling tools and platforms etc.)

#### 1997/98–2000/01

*University of Ljubljana, Faculty of Arts, Department for ethnology and cultural anthropology*

#### 1996

*Passed the Cambridge University Advanced English examination (grade A)*

#### 1993/94–1996/97

*General upper secondary school Gimnazija Celje Center (graduated with honors)*

---

### WORK EXPERIENCE

#### \* 2009–present

Working as an independent translator, subtitling editor, and transcriber for various domestic and foreign clients either using their platforms or my own software (Poliscript, Subtitle Edit).

#### \* 2012–present

Translation project manager and subtitling editor / proofreader – quality control, technical editing, translation and proofreading at a major Slovenian subtitling company, working for the biggest commercial TV station in Slovenia as well as other domestic and foreign clients; responsible for quality control and all aspects of the work process, managing outsourced translators, in-house editing team and clients.

#### \* 2008–2012

Full time employment at a major Slovenian translation company, Alkemist d.o.o. in Ljubljana:

working as a project manager: managing translation projects; controlling, optimizing and steering the translation process; editing translated documents in different languages; checking contents of translated documents in different languages and comparing them against the original; translating from English and German to Slovenian; providing help for translators with their questions and queries; intermediating between clients and translators; checking the work of translators and proofreaders. The job exceeded the purely bureaucratic sphere of project management and demanded a love of languages, a vast general knowledge that should match if not exceed that of the translators, and great attention to detail and

---

---

important nuances in texts. It required intense concentration, multitasking, attention to details, consistency, and the ability to improvise. It gave me an in-depth knowledge of the whole translation process and taught me the practical aspects of making quality translations for a wide range of clients and texts ranging from law and medicine to marketing and PR.

**\* 2005–2007**

Full time employment at Zavod Big, Ljubljana:

- project management (international conferences, architectural and design events, deliberations) and translation
- organization and coordination of events and projects
- head of the magazine subscriptions department

**\* 1997–2004**

- Student work at Slovenska filantropija (Slovene Philanthropy), a humanitarian organization – translating, gathering information and managing databases, coordinating groups of volunteers, organizing files, preparing and translating PR texts
- Student work at Markon d.o.o., Celje — administration, translating

---

**Translation experience**

**\* 2004–present**

Translation work as an independent translator and in the work place, translating web sites, metadata, EPGs, PR texts, manuals, instructions and declarations for different products, general documents such as formal and informal letters, memorandums, contracts, event announcements, film and book reviews, subtitles and many other general texts from different fields. Mainly English-Slovenian and vice-versa, also sometimes German-Slovenian. Major clients: Deluxe Entertainment Services Group Inc./Sfera, Technicolor, ZOO (subtitle translation); Lionbridge (transcribing Slovenian and English); Global Listings (translation and proofreading), Prevajalski Studio Milenko Babič d.o.o. (subtitle timing, editing and QC); volunteer translator for a Slovenian humanitarian organization H.O.P.E.

**\* 2004–present**

Volunteer work at the Home for Asylum Seekers in Ljubljana and work on a project for educating illiterate Roma women (teaching Slovenian).

---

**OTHER SKILLS AND  
COMPETENCES**

---

**Additional education  
and competences**

**2008**

Informal seminar on the basic use of Trados.

**2006**

A 30-hour course on project management, learning the use of Mind Manager program, improving internet and other computer skills.

**2004**

Seminar “About volunteer work in the field of intercultural communication”, organized by the Intercultural center in Ljubljana.

---

---

**2003**

Participation at an international Youth Forum (Forum dei Giovani) in Italy.  
Topics: social politics, volunteer work, NGOs.

**1995 in 1996**

60-hour course of English language, Advanced (CAE) programme and the Cambridge University Advanced English examination (grade A).

**1995 and 1996**

Two in-depth English language courses at the International Teaching & Training Centre, Bournemouth, Great Britain.

---

**Computer skills**

Well-acquainted with the Internet, everyday advanced use for work purposes and in my free time. Everyday use of e-mail, Word, Excel, Power Point, different programs used in the translation field (for converting documents, subtitling – Poliscript, Subtitle Edit), I'm a long-time user of subtitle translation platforms (Sfera, Oona). Skills in different database programs.

---

**Language skills**

(understanding /  
speaking / reading)

**- Slovenian language**

Mother tongue, proficient user.

**- English language**

Active knowledge, used daily at work and in personal life. Understanding, speaking, reading, writing skills – active, proficient user.

**- German language**

Active knowledge, used at work. Understanding, speaking, reading, writing skills – active, independent user.

**- Croatian and Serbian language**

Passive knowledge, used daily at work. Understanding, speaking, reading, writing skills – active, basic user.

---

**Hobbies**

- sports and travelling
  - reading and learning new things
  - learning new languages
  - ethnology, anthropology
- 

**Personal characteristics**

Communicative, resourceful, meticulous, flexible, hardworking, open, reliable, positive, eager to learn new things and gain new experience.

---