

# Sanela Kadic

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## RESUME SUMMARY

Latest Position	Freelance Translator
Years(s) of Work Experience	10 years
Latest Job Function	Translation
Latest Industry Sector	Translation
Latest Career Level	Intermediate
Highest Education Attained	Degree



Expected salary	Negotiable
Availability	Immediately Available

## PERSONAL PARTICULARS

Gender	Female
Age	35
Date of Birth	11/08/1980
Nationality	Slovenia
Marital Status	Not Specified
Has Driving License	Yes

## EXECUTIVE SUMMARY

I am a Freelancer, who can manage various translation and administrative tasks. I have very good computer skills and can handle any type of freelancing job with utmost dedication and capability. I also have skills in the areas of Article Writing, Publication Design, Report Writing and Proofreading. If hired by you I will prove to be a valuable asset to your work as I can bring forward all the skills needed. I guarantee I will do my best to reach your goals in the most accurate and timely manner.

I am a native Slovenian speaker, born and living in Slovenia. Being a freelance translator is something I always wanted to do. I work from home and have a team, that consists of professor of English and two professors of Slovenian language. My work is always professional and delivered in a timely manner. I possess excellent spoken and written skills. Working on a tight schedule is not a problem for me. Proofreading is also one thing I really like, it's like a hobby to me.

I have experience in translation of websites, brochures, flyers, Word and pdf documents, Excel databases, etc. on different topics (education, economy, healthy lifestyle, leisure, fashion, ...).

I understand how ecommerce in Slovenia works, because this is the way I am buying the most of the products I use in my everyday life.

Here is a feedback from my recent employers:

"Sanela made a perfect job. She is really able to communicate and to do the things as expected! I do recommend her and will definitely hire her for future jobs." (Employer from Italy).

"Excellent Work, Will hire again...)" (Employer from India)

"Excellent worker, good communication too" (Employer from USA)

"It's great, thank you" (Employer from Russia)

"Thank you very much for the translations. Everything is perfect." (Employer from Bulgaria)

## EDUCATION

**1999 - 2005**

University of Ljubljana , Bachelor of Sociology

## WORK EXPERIENCE

**Freelance** **Dec / 2014 - Present**  
**Slovenian - English - Croatian Translator**  
Translation and Proofreading from/to the following languages: Slovenian, Croatian, Serbian

**OS MSN Primary School, Crnomelj** **Aug / 2014 - Jun / 2015**  
(Slovenia)  
**Special Education Teacher**  
English teacher for the students of the 9th grade.

**Peerfly, Alachua, FL (United States), MaxBounty, Ottawa (Canada)** **Aug / 2013 - Dec / 2013**  
**Independent publisher in affiliate (CPA) marketing**  
Promotion of different kinds of CPA offers via social media.

**Municipality Of Crnomelj, Crnomelj (Slovenia)** **Apr / 2012 - Apr / 2013**  
**Advisor - Department for Economic and Rural development**  
Project management.

**Netex Consulting SRL, Novi Sad (Serbia)** **Aug / 2011 - Dec / 2011**  
**Call center agent - www.netex.ro**  
Outsourcing for zooplus (<http://www.zooplus.com/>) - translating product descriptions from English to Slovenian.

## SKILLS (OPTIONAL)

Translation from/to English, Slovenian, Croatian, Serbian

Proofreading

Social media

Publication Design

Report writing

Customer relations

Data entry

Internet Marketing

#### LANGUAGES (OPTIONAL)

**Spoken:** English, Slovenian, Croatian, Serbian

**Written:** English, Slovenian, Croatian, Serbian

#### PAYMENT (SALARY)

A payment for my work is around 50% lower in comparison to professional translators. In my case, you get excellent quality for less money!

