CURRICULUM VITAE

Full name:	*Snežana Bjelotomić*
Date and place of birth:	*18th May, 1971* *Split, Croatia*
Nationality:	*Serbian*
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EDUCATION

1977-1985	*Veljko Vlahović Elementary School –* ***Split, Croatia*** *Average grade attained: A*
1985-1989	*High School of Economics and Law* ***– Split, Croatia*** *Average grade attained: A*
1989-1991	*Faculty of Law –* ***Split, Croatia*** *(discontinued due to the war)*
1991-1996	*University of Surrey, Guildford, U.K.* *B.A. in English language and literature*

WORK EXPERIENCE

2007 – to date	***Ninamedia d.o.o. – Novi Sad, Serbia*** *Client Service* - *communicating with existing clients* - *finding new clients* - *supervising media monitoring* - *translating and interpreting*
2007	***Marcons Marketing Company – Novi Sad, Serbia*** *Key account manager* - *client service, finding new and liaising with existing clients, creative marketing* - *translating and interpreting*

2004-2007	***Centre for Strategic Economic Studies – Novi Sad*** *- research of Vojvodina's economic, demographic and technological potential* *- activities on European integration processes* *- education (seminars, training courses) on matters pertaining to project cycle, project management and budget, project evaluation, application of brainstorming methods in day- to-day business, problem solving and motivation, building of business strategy and human resources* *- translating and interpreting*
2000-2004	***Unihemkom d.o.o., Novi Sad*** ***Foreign trade department manager*** *Responsibilities:* *- handling most of the export and import activities* *- negotiating with foreign business partners* *- drafting contracts* *- preparing all necessary documentation for export or import* *- arranging payments for ordered goods* *- liaising with domestic and foreign banks* *- maintaining contact with the Serbian Ministries* *- translating and interpreting*
1998-1999	***Anglia 2000 Foreign Language Centre, Novi Sad*** *Professor of English language*
1996-1998	***Novkabel DD, Novi Sad*** *Interpreter and translator*
1994-1996	***The Sales Consultancy Ltd, Sutton, Surrey,UK*** *Responsibilities:* *- supervising department of ten staff* *- efficiency analysis* *- administrative work* *- liaising with business partners (mostly publishers)* *- updating company database*
1992-1994	***Auto Trader Magazine, Croydon, Surrey, UK*** *Responsibilities:* *- administrative work, proofreading, editorial assistance, mail handling, occasional secretarial work*

Member of the Association of Scientific and Expert Translators of Vojvodina.

Computer literacy:	*Microsoft Word, Excel, PowerPoint*
Driver's licence:	*B*