Ahmed Dedic

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# Objective

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

# Education

* Bussines Secretary, Lukavac, Bosnia and Herzegovina
* High School Degree | May 2013

# Experience

## March 2024 – Present

### Interpreter/Translator | Linguistica International | Utah, USA (Remote)

* Acting as Interpreter between a wide range of people with diverse voices, accents, speaking tempos and personalities.
* Providing parties with clear and exact translations of written materials, and interpretations of verbal communication.
* Providing interpretations of questions, answers, statements, arguments, explanations and other forms of verbal communication.
* Rendering sight translations of documents and other written materials.
* Imparting thought, purpose, spirit, emotions and tone of speakers from source language into target language.
* Interpreting with no additions or omissions.
* Informing relevant parties of factors that may hinder your performance.
* Completion of daily activity logs and other documentation.
* Complying with applicable ethics and standards.
* Read given material and research industry-specific terminology.
* Convert text and audio recordings from one language to one or more others.
* Ensure translated content conveys original meaning and tone
* Prepare subtitles for videos and online presentations.
* Cross-reference specialized dictionaries and translation tools to check quality of translation.
* Proofread translated texts for grammar, spelling and punctuation accuracy.
* Follow up with internal team members and clients to ensure translation meets their needs.
* Edit content with an eye toward maintaining its original format (e.g. font and structure).
* Network with field experts to stay current on new translation tools and practices.

## March 2020 – February 2024

### Construction Administration | Big Gradnja | Gracanica, Bosnia and Herzegovina

* Assist construction project managers to estimate and adhere to proper budgets, create project schedules, and communicate project updates.
* Direct subcontractor, vendor, and supplier process by assembling bid packages including scope of work, bidding process, and needed construction documents.
* Maintain accurate work logs of construction activities, job information sheets, and project team rosters.
* Oversee construction contract administration and submittal log processes to ensure that the contract document requirements are met throughout the construction experience.
* Enforce quality control process measures that ensure compliance with contracts, building, and code regulations.
* Perform cash management, payroll, and billing tasks - prepare invoices, subcontracts, change orders, work orders, purchase orders, and punch lists.
* Assemble the closeout package including maintenance agreements, equipment information, warranties, and contractor contact information.

## March 2017 – January 2020

### Administration | Fluor Corp. | BAF, COB Morehead, Afghanistan

## Coordinate office activities and operations to secure efficiency and compliance to company policies.

## Supervise administrative staff and divide responsibilities to ensure performance.

##  Manage agendas/travel arrangements/appointments etc. for the upper management

## Manage phone calls and correspondence (e-mail, letters, packages etc.)

## Support budgeting and bookkeeping procedures

## Create and update records and databases with personnel, financial and other data

## Track stocks of office supplies and place orders when necessary

## Submit timely reports and prepare presentations/proposals as assignee

## Assist colleagues whenever necessary

## April 2014 – January 2017

### Graphic Designer | Grafix | Gracanica, Bosnia and Herzegovina

### (A Graphic Designer) works on a variety of products and activities, such as websites, advertising, books, magazines, posters, computer games, product packaging, exhibitions and displays, corporate communications and corporate identity, i.e. giving organizations a visual brand.

# Personal skills

* Communication
* Organisation
* Multitasking
* Problem solving
* Teamwork
* Customer Service
* Critical Thinking

Mothers tongue(s)

* Bosnian

Other language(s)

* English (Proficient user)
* German (Independent user)

# Awards & Acknowledgements

* (Awards & Acknowledgements) are attached with this CV/Resume