

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name	Darko Ivanovski
Telephone	+359 887 429 815
Personal website	http://www.proz.com/profile/662254
E-mail	ivanovski_darko@yahoo.com
Nationality	Macedonian, Bulgarian
Date of birth	08.09.1983
Gender	Male

WORK EXPERIENCE

- Dates (from – to) **15.12.2006 – 30.09.2008**
- Name and address of employer **InternationalNIK
Plostad “Makedonija” bb.**
- Type of business or sector **Digital archiving and library**
- Occupation or position held **Translator/Office Manager/Coordinator**
- Main activities and responsibilities **Media monitoring, translation of Macedonian daily newspapers into English and coordination of the daily assignments**

- Dates (from – to) **16.01. 2006 – 26.02.2006**
- Name and address of employer **Secretariat for European Affairs
G.T.C. - Skopje**
- Type of business or sector **European-integration**
- Occupation or position held **Translator - Intern**
- Main activities and responsibilities **Translation of European legislative documents**

- Dates (from – to) **17.03. 2005 - 22.04.2005**
- Name and address of employer **Matica Makedonska
Ul. „Kliment Ohridski“ br: 23
1000 Skopje**
- Type of business or sector **Bookstore**
- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the novel “The Ambler Warning” by Robert Ludlum into Macedonian**

- Dates (from – to) **12.12.2008 - 15.01.2009**
- Name and address of employer **Prosvetno delo AD - Skopje
Ul. „Dimitrie Chupovski“ br: 15
1000 Skopje**
- Type of business or sector **Bookstore**
- Occupation or position held **Translator**

<ul style="list-style-type: none"> • Main activities and responsibilities 	<p>Translation of the novel “The Ex-Factor” by Andrea Semple into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>11.10.2009 - 17.11.2009 Prosvetno delo AD - Skopje Ul. „Dimitrie Chupovski“ br: 15 1000 Skopje Bookstore</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translator Translation of the novel “The Gates” by John Connolly into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>29.03.2010 - 01.05.2010 Prosvetno delo AD - Skopje Ul. „Dimitrie Chupovski“ br: 15 1000 Skopje Bookstore</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translator Translation of the novel “Private Demon” by Lynn Viehl into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>20.10.2010 - 29.11.2010 Prosvetno delo AD - Skopje Ul. „Dimitrie Chupovski“ br: 15 1000 Skopje Bookstore</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translator Translation of the novel “Political Theory and International Relations” by Charles R. Beitz into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>13.01.2011 - 23.02.2011 Prosvetno delo AD - Skopje Ul. „Dimitrie Chupovski“ br: 15 1000 Skopje Bookstore</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translator Translation of the novel “Blindman’s Bluff” by Faye Kellerman into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>15.08.2011 - 20.09.2011 Prosvetno delo AD - Skopje Ul. „Dimitrie Chupovski“ br: 15 1000 Skopje Bookstore</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translator Translation of the novel “Innovation and Entrepreneurship” by Peter F. Drucker into Macedonian</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>02.07.2010 - 12.12.2010 Z Studio spol. sr. o. tř. T. Bati 5267 762 02 Zlin Česká republika</p>
<ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities 	<p>Translation agency Translator Translation of DEWALT power tools catalogue</p>
<ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer 	<p>10.12.2008 - 20.12.2013 Balkanika Publishing & Marketing Ltd. Bul. “K. J. Pitu” 17/16 1000 Skopje Publishing House</p>
<ul style="list-style-type: none"> • Type of business or sector 	

- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the articles for the BUSINESS DIRECTORY OF MACEDONIA**

- Dates (from – to) **15.11.2011 - 25.12.2011**
- Name and address of employer **Prosvetno delo AD - Skopje**
Ul. „Dimitrie Chupovski“ br: 15
1000 Skopje
Bookstore
- Type of business or sector **Translator**
- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the novel “Wings” by Aprilynne Pike into Macedonian**

- Dates (from – to) **01.03.2011 - 31.10.2012**
- Name and address of employer **Chacho LLC**
Strumica
- Type of business or sector **Construction**
- Occupation or position held **Plasterer and Painter**
- Main activities and responsibilities **Painting walls and applying plaster**

- Dates (from – to) **17.12.2011 - 06.02.2012**
- Name and address of employer **Prosvetno delo AD - Skopje**
Ul. „Dimitrie Chupovski“ br: 15
1000 Skopje
Bookstore
- Type of business or sector **Translator**
- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the novel “Fallen” by Lauren Kate into Macedonian**

- Dates (from – to) **17.08.2012 - 07.10.2012**
- Name and address of employer **Prosvetno delo AD - Skopje**
Ul. „Dimitrie Chupovski“ br: 15
1000 Skopje
Bookstore
- Type of business or sector **Translator**
- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the novel “Torment” by Lauren Kate into Macedonian**

- Dates (from – to) **04.01.2014 - 02.03.2014**
- Name and address of employer **Ars Lamina DOO - Skopje**
Treta Makedonska Brigada bb
1000 Skopje
Bookstore
- Type of business or sector **Translator**
- Occupation or position held **Translator**
- Main activities and responsibilities **Translation of the novel “The Orphan Master’s Son” by Adam Johnson into Macedonian**

- Dates (from – to) **10.10.2013 – 30.04.2014**
- Name and address of employer **Carioca Event/MBInternational**
17 Philip Avramov Street
1712 Sofia
- Type of business or sector **Event Planning/Consultation Services**
- Occupation or position held **Office Manager/Social Media Marketer**
- Main activities and responsibilities **Carrying out communications and administrative duties, providing organizational support and office management, social media marketing**

EDUCATION AND TRAINING

- Dates (from – to) **01.10.2002 – 15.09.2006**
- Name and type of organization **University « Ss. Cyril and Methodus » - Skopje**

providing education and training

- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

- Dates (from – to)
- Name and type of organization providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

Faculty of Philology « Blaže Koneski »
Department of Translation and Interpreting
Translating from English into Macedonian and from Macedonian into English

Translator in English and German language
Bachelor's Degree

12.03.2012 – 28.06.2012
Computer Education Center Semos
(Semos Education)
Designing, Optimizing, and Maintaining a Database Administrative Solution Using Microsoft SQL Server 2008
Microsoft Certified IT Professional (MCITP) – Database Administrator 2008
Microsoft Certification

04.03.2013 – 14.03.2013
Advanced Learning Interactive Systems Online
(ALISON)
Project Management methodology, toolset, documentation, and the project life cycle (analysis, planning, design and evaluation)
Project Management Graduate
Diploma

09.10.2013 – 19.10.2013
Udemy
Online Learning Platform (Website)
Introduction to project management concepts and tools (Developing a project charter, planning schedule, costs and communication, managing team, schedule, costs and quality and transitioning or closing a project)
Project Management Graduate
Certificate of Completion

Sworn Translator

Yes

PERSONAL SKILLS AND COMPETENCES

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

Macedonian

OTHER LANGUAGES

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B1	B1	A2	A2	A2
Bulgarian	C1	C1	C1	C1	B2
Serbian	C2	C2	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user

TECHNICAL SKILLS AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

Microsoft Office, Open Office, Google Docs, SharePoint, Internet, QA Distiller, Wordfast, Idiom, SDL Trados 2007, SDL Trados Studio 2009, Across, Express Scribe, Xbench, Basic SQL Server 2008, Basic Python, Basic Java, File Transfer Protocol (FTP), Search engine optimization (SEO), Adobe Acrobat, Nitro PDF Pro 9, HTML, CSS

ORGANIZATIONAL / MANAGERIAL SKILLS

I was an Office Manager and a Coordinator responsible for a team of 8 people

ADDITIONAL INFORMATION

Microsoft Outlook 2010 Certificate, Microsoft Access 2010 Certificate, Microsoft Office 2003 Certificate, Microsoft SharePoint 2010 Certificate, Cloud University Cloud Computing Certificate

DRIVING LICENSE

Category B