**Edina Semsudinovic**



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Bosnia and Herzegovina

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**Skills** Administration, language skills, organization, leadership, business process improvement, interpersonal skills, problem solving, teamwork skills, active listening, communication, collaboration, negotiation, problem solution, customer service, computer skills



**Experience LanguageLink/Tuzla**

OTP interpreting from English/Bosnian and Bosnian/English

for the client in the United States, remote

Mar2024-Present

**BIBO Global Opportunities Singapore/**

EnglishTutor, remote

Mar2023-Present

1/1 English online lessons to student from Japan

**Koala Paintings /** Toy Decorator, Tuzla

Sep 2020 - Nov2020

Painting, decorating and mounting toys gor EU market

**GoldenStar hotel /** Recepcionist, Tuzla

Aug2017 - Dec2017

Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately

Answering screening and forwarding incoming phone calls Receiving and sorting daily mail

**Tacco dooo /** Sales Officer

Jan2017-Jul 2017 , Tuzla

Managing cosmetics sale unit, developing target income goals, sales of products, communicating with clients and potential clients, advertizing products and services, producing reports and documents

**Austrofon**/Call Operator Jun2016-Dec2016

Introducing new company to clients, making initial contacts with locsl businesses and institutions, running database with information on all clients, translating English/Bosnian, Bosnian/English with foreign clients and guests

**KBR. Inc.** /Senior Administrative Specialist/Iraq/ Ramadi/Baghdad Dec2007-Nov2011

Administrative assistant to the Health, Safety and Environmental manager, producing daily, weekly and monthly reports, statistical anslysis of data, inventories, basic HR services, running department's timesheet

**ME Group**/Interpreter/ Tuzla,Bosnia Nov2004-Nov2007

Worked as a linguist for Irish and Finish army forces in Bosnia, verbal and written translation

**NorthropGrumman/I**nterpreter/Tuzla,Bosnia Feb1996-Sep2004

Linguist for US Army in Bosnia. Verbal and written translation of documents and meetings in various fields (civil, military, government, medicine, veterinary medicine, education, repatriation projects). Close cooperation with UNHCR, ODCE, OHR etc.

**Educatiion School of Pharmacy /** Pharmaceutical Assistant

Sep1985-June1989