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| EuropassCurriculum Vitae |  |  |
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| Personal information |  |
| First name(s) / Surname(s)  | Gabrijela Đebro Hodnik |
| Address(es) | Av. Marina Drzica 6410000 Zagreb |
| Telephone(s) | +38515531750 | Mobile: | +385959668753 |
| E-mail | gabrijela@ziraha-services.com |
| Nationality | Croatian |
| Date of birth | 19. September 1979 |
| Gender | Female |
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| Work experience |  |
| Dates | 2012 |
| Occupation or position held | Self-employed translator and Interpreter at Ziraha Usluge d.o.o. |
| Main activities and responsibilities | * Interpreting
* Translating and reviewing translations
* Mentoring and training of new employees
* Company management
 |
| Type of business or sector | Translation Industry  |
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| Dates | 2005- 2012  |
| Occupation or position held | Translation Technology Specialist |
| Main activities and responsibilities | * Interpreting, translating and reviewing translations in language combination EN-CRO, EN-BS, EN-SR and vice-versa
* Improvement of QA process
* Mentoring and training of new employees
 |
| Name and address of employer | Ciklopea, Međimurska 21, 10000 Zagreb |
| Type of business or sector | Translation Industry  |
|  |  |
| Dates | 2005- current  |
| Occupation or position held | Part – time interpreter, translator and reviewer for EN-CRO, EN-BS, EN-SR  |
| Main activities and responsibilities | Translation, proofreading, QA checks |
| Names of employers | SDL International, BigWord, Skrivanek, LionBridge, Google, KERN, Cleverbridge, Aspena |
| Type of business or sector | Translation Industry  |
|  |  |
| Dates | 2008- 2009 |
| Occupation or position held | Chief Content Editor |
| Main activities and responsibilities | * Content writing and editing
* Management of 30 content writers/translators
* Development of business and communication strategies
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| Names of employers | Bombus, Gjure Deželića 81, 10000 Zagreb  |
| Type of business or sector | Information Technology |
|  |  |
| Dates | 2001-2005 |
| Occupation or position held | Project and Communications Manager |
| Main activities and responsibilities | * Preparation and writing of project proposals and plans
* Management of project and overseeing of project implementation along with technical director
* Preparation of client specifications and participation in design of the software functions
* Customer training
* Writing and/or translating of documentation and press releases
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| Names of employers | .Orange Solutions, Banja Luka BiH |
| Type of business or sector | Information Technology |
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| Dates | 2003-2005 |
| Occupation or position held | Consultant |
| Main activities and responsibilities | * Preparation, coordination and administration of projects:
	+ “IT Business Support Centre”- Project financed by the EU in the amount of €150.000
	+ “Promotion of the e-Government initiatives” - Project financed by the EU in the amount of €100.000.
	+ “Online legal aid“ - Project financed through the EU funds in an amount of €30.000.
* Translation, interpretation and report writing for the respective projects
* Handling press and media activities
 |
| Names of employers | .Exit Centre Consulting, Banja Luka BiH |
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| Education and training |  |
| Dates | June, 2011  |
| Title of qualification awarded | Internal ISO Auditor for ISO 9001:2008 and EN 15038:2006 standard |
| Principal subjects/occupational skills covered | A specialist course for ISO standard in translation industry |
| Name and type of organisation providing education and training | Buereau Veritas  |
|  |  |
| Dates | July, 2005 |
| Title of qualification awarded | Completed 3-week programme for young managers  |
| Name and type of organisation providing education and training | International Executive and Development Centre (IEDC) Bled, Slovenia |
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| Dates | 2005- |
| Name and type of organisation providing education and training | English language and literatureFaculty of Philology, Banja Luka |
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| Personal skills and competences |  |
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| Mother tongue(s) | Croatian, Bosnian |

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| Other language(s) | Serbian, Bosnian English |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| Serbian & Bosnian |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
|  |  |
| Social skills and competences | I am self-assured, active, communicative person striving to successfully perform and enjoy my job. I am calm and mild-tempered which helps me deal with stressful situation with ease. I am a devoted team player, but also a strong individual. I believe I am able to adapt myself to various working environments and successfully meet even the strictest deadlines. |
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| Organisational skills and competences | Thanks to various training courses like the aforementioned Young Managers Programme (and several similar seminars organised) I learned to think methodologically and analytically which helps me to foresee and adequately respond to possible problems. People mostly regard me as a good problem-solver. |
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| Computer skills and competences |  |
|  | CAT TOOLS - Advanced skillsAcross, Trados 2007, Trados Studio 2009, SDLX, Passolo, Alchemy Catalyst, Translation Workspace (ex Logoport), and supporting tools like MultiTerm, XBench, ErrorSpyCAT TOOLS – Basic skillsMemoQ, Transit, DejaVu, MultilizerOTHER SOFTWARE - Advanced skillsMSOFFICE 2003/2007/2011 ( WORD, EXCEL, POWERPOINT, PUBLISHER,INFOPATH), MSPROJECT, MSVISIO, COREL DRAW, ADOBEACROBAT, OTHER SOFTWARE - Basic skillsADOBE PHOTOSHOP, INDESIGN, QUARK XPRESS, HTML Programming |
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