

Jelena Lazović

date of birth: 03.07.1989
phone: +381604445167
address: Hilandarska 12, Uzice
e-mail: jeleniko89@gmail.com
info: Bachelor's degree in Philology, Master's degree in management and business. I have been working as a translator/interpreter and sales representative for almost 9 years in a well-known company in Uzice.



Work experience

Translator

Codex Global

January 2021 - i am still employed here

- Education
- Translation
- Temporary/Freelance
- I have worked with Codex Global on few occasions, for English to Serbian translations related to fashion industry, to be precise. This was a great experience for me, because I had a chance to work on new type of translation, which I wasn't familiar with in the past.

English tutor

iTutorGroup

December 2019 - April 2020

- Education
- Education / Training
- Part time
- This is the same job position as for Engoo, the only difference is that I teach English to Chinese students, mostly kids. This is one of the greatest experiences since I have learnt a lot while working with kids, and I know I will be able to use it as an advantage for any future events (as for tutoring).

Translator

Elite Translation Group

December 2019 - i am still employed here

- Education
- Translation
- Temporary/Freelance
- In December 2019 I was hired by Chinese translation agency for a set of translations from English to Serbian language. As for the previous project, this was related to technical texts as well. There were few smaller projects, such as one or two page regarding some basic operating instructions, and there was also a user manual regarding the integrated monitoring system. The end of December and beginning of January I was assigned to three projects, with extremely short deadlines. So I managed to translate approximately 16.000 words in less than a week. These projects were successful for both parties. End of April and beginning of May I was hired on another project with a total count of 36.000 words - it was related to a power plant, and I had to translate instruction manuals for machines and accessories, quality control reports, certificates, etc. This project was successful as well.

Translator

ASK Creative Limited

October 2018 - October
2018

- Education
- Translation
- Temporary/Freelance
- I was assigned to one translation project (English to Serbian) which referred to technical translation. The original text was the machine manual, that is, instructions for use. It was done in less than a week, and the project was successful for both parties.

English tutor

Engoo (Bibo GO)

March 2017 - December
2019

- Education
- Education / Training
- Part time
- I have been working as a part-time online English teacher for Engoo (former Bibo GO) for 3 years. I have had experience with teaching all age groups, mostly Japanese students. I always have prepared materials for lessons, although I enjoy adding something more to the lesson in case I have some time left before the end of the lesson.

Translator/Interpreter

Prvi Partizan

October 2013 - i am still
employed here

- Security and military
- Translation
- Full time
- In October 2013 I was hired as a translator/interpreter in a well-known factory "Prvi Partizan" in Uzice. At the very beginning, I was translating documents regarding export and import, some short manuals and from time to time I was participating in business meetings and visits of foreign customers to our company. Foreign languages I use at my work are English and Spanish. Once I finished my probationary period, I started to translate all types of documents, such as machines manuals, documents regarding tools and production, and I spent most of the time with foreign customers, that is, as an interpreter. I translate business e-mails, written correspondence with both existing and potential customers, import/export documents, contracts and agreements on a daily basis, and I also translate financial statements once or twice a year.

Sales Representative

Prvi Partizan

October 2013 - i am still
employed here

- Security and military
- Sales
- Full time
- Since October 2013 I started to get familiar with import and export of goods, Customs procedures and documents for Customs, as well as with production process itself. After a while, I was switched to export exclusively, that is, I received contracts from customers, gave out production orders, I was communicating with customers during whole procedure, I had to make sure the production was going in right direction (so as to fulfill contract terms), I had to receive export license in order to deliver goods (after sending all necessary documents to our Ministry), and I also had the obligation to check all goods in stock, participate in inspection of goods and, finally, deliver goods successfully. My job is very demanding, responsible and stressful from time to time, but I have successfully concluded many contracts so far and the fact I am given new contracts constantly shows I am extremely responsible and detailed person in this specific job.

Spanish teacher

Ars Nova

October 2012 - January
2013

- Education
- Education / Training
- Part time
- During more than three months, I was working as a Spanish teacher in one small private school in Uzice. The grade in question was the 5th grade and they needed a teacher during one semester.

Customer Support Representative & Web Administrator

First Beat Media

October 2012 - July 2013

- IT & computers
- Information technology
- Full time
- First Beat Media is the leading company in working with dating websites. They have a lot of customers who need assistance and technical support from time to time. My responsibility was to assist them via phone, chat or e-mails. I was on the position of English and Spanish support agent, as well as on the position of the web administrator. My duty was to approve or reject photos, answer all the e-mails I was assigned to at the moment, check transactions, approve or reject refunds and double-check reported or suspicious accounts. Since the month of March, my supervisors gave me a new assignment: I had to supervise other colleagues and report their work.

Spanish teacher

Studio 16 languages

March 2012 - June 2012

- Education
- Education / Training
- Apprentice/trainee
- During the three-months course, I had the responsibility to introduce the Spanish language to a group of beginners. Overall experience was quite satisfying since all of them passed their final exam obtaining high grades.

Education

High school of Uzice

to 2008.

- Department of languages

Faculty of Philology

Bachelor in Philology

from 2008 to 2012.

- Spanish language and Hispanic literatures
- English was my second foreign language at the Faculty.

Metropolitan University

Master's degree in management and business

from 2012 to 2013.

- Marketing Management

Computer skills and technologies

- Internet - Advanced
- Microsoft Office - Advanced
- Photoshop - Beginner

Languages

- Serbian - Native
- English - Advanced
- Spanish - Advanced
- French - Beginner

Courses

- TEFL certification (December 2019)

Hobbies and interests

- Poetry writing
- Children's songs and poems
- Prose writing (short stories)
- Languages
- Education & Tutoring

Personal characteristics

- Responsible
- diligent
- hard-working
- capable of working under pressure
- creative
- communicative
- willing to adapt myself to a teamwork.

Additional remarks

- I own a 4th grade diploma of drama school "The Scene", located in Užice, as well as few dancing diplomas. I also finished my two-year course of Creative writing, the signature of our writer Zoran Živković. I have been writing songs and poems for children since 2016, I own a Facebook and Instagram page with my poems. At the moment I am an amateur writer, who hopes to be a professional writer in any time in the future.