



Europass Curriculum Vitae

Personal data

Name and family name Jelena Lenartić

Address Vjekoslava Špinčića 2a
42000 Varaždin, Croatia

Mobile phone **00385/ 091 786 6457**

E-mail novotny03@gmail.com

Date of birth 06.03.1983.

Professional experience

" Papirpromet d.o.o." , Slavonski Brod

6/1/2005– 10/1/ 2006

- administrative tasks
- communication with clients, posting accounts, receiving calls and documents, translation of documents (english to croatian and vice versa)

12/1/2008-6/4/ 2009

" Mobiteam d.o.o."

- customer service (communication in French language, translation from French to croatian and vice versa and english to croatian and vice versa)
- administrator of social networks in English/French

9/1/ 2009-7/1/ 2011

" Srednja škola Zabok", Zabok

- Teacher of History of Art

9/1/ 2014- 6/30/2015

"First private lycee of Varaždin accredited"- Teacher of French language

12/6/2015- 12/6/2016	Croatian chamber of commerce- internship
2018-2022	-translation of various types of documents (English/French to Croatian) - subtitle translation of documentaries, TV series, interviews and video instructions (English to Croatian) - manual for use of sports equipment (carrier for kids, tricycle) - templates for speech recognition software database -Machine Learning software (English to Croatian) - translation of user interface for different platforms (English to French, English to Croatian) - children bicycle seats mounting instructions (English to Croatian) -rehabilitation protocol after implantation of knee brace (English to Croatian) -Surgical instruments warranty (English to Croatian) -Hydraulic demolition shears safety and operating instructions (English to Croatian) - specifications for machinery parts (spring clamps, swing arms, valves...) (English to Croatian) - pathology scanner user guide (English to Croatian)
<u>Education and training</u>	
2015	“University North”, Varaždin, master’s degree in Business Economics, International trade
2001-2008	Faculty of Philosophy, University of Zagreb French Language and Literature; History of Art - graduate professor of French language and literature, romanist, art historian
1997-2001	High school " Matija Mesić ", Slavonski Brod
<u>Language and computer skills</u>	English – advanced (speech, reading and writing) Italian - passive knowledge (reading and writing) German - passive knowledge (reading and writing) - Microsoft Office i Microsoft Windows - Linux OS
<u>Other activities</u>	- 2002. i 2003. member of "Association d'Étudiants Croatie-France", Zagreb
<u>Driving license</u>	B category

