

## **Jelena Radnic , Translator / Interpreter**

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### **OBJECTIVE**

Seek the Position of Interpreter Translator: Eng/Russ/Ital/BO/SRB/CRO/MNE

### **SUMMARY:**

Remarkably gifted and self motivated Interpreter/Translator with huge experience providing optimal interpretation and translation support to leading Pharmaceutical companies in her implementation of the pharmaceutical terminology and supporting effective delivery of the Pharmaceutical reports ensuring good communications and co-ordination between the Pharmaceutical companies in whole former Yugoslavia and west, east, south Europe & middle East

### **SUMMARY OF QUALIFICATIONS**

- Excellent :Serbian, Bosnian, Croatian and proficient in English, Russian. Italian.
- Proven excellent written English.
- Exceptional simultaneous interpretation skills.
- Proven ability to translate complicated texts such as pharmaceutical, medical, law official and export/import - logistics related documents.
- Excellent communication and presentation skills in Serbian, Bosnian, Croatian and English.
- Excellent team working abilities together with an innate diplomacy.
- Excellent computer skills (MS Office, Word, Access, Excel, Power Point).
- Highly motivated and results oriented with the ability to plan ahead.
- Strong knowledge of Intellectual Property (IP).
- Profound knowledge of EU policies and institutions particularly Pharmaceutical, Medical and other various companies throughout the Europe.

### **PROFESSIONAL EXPERIENCE**

- 1980-2010
- ICN Galenika Pharmaceuticals - Belgrade, Serbia
- Zorka Pharma - Sabac, Serbia
- Hemophrm - Zrenjanin, Serbia
- Panapharma - Belgrade, Serbia
- Lek - Ljubljana, Slovenia
- Pliva , Pharmaceuticals, Zagreb, Croatia

#### **Interpreter/Translator**

- Provide interpretation and translation assistance related to the preparation of quarterly and yearly reports and other project reports.
- Perform translation of background documents, pharmaceutical,

medical, law documents and the like related to project implementation.

- Provide translation (including simultaneous translation where necessary) and interpretation support at training sessions, workshops, seminars and conferences
- Support Interpretation to the former YU Pharmaceutical Companies in liaison with EU administration at National, Regional and International level
- Provide other interpretation and translation related to the project as required by the one or more of the pharmaceutical related company
- Provided an interpretation service for Council Departments and other Government Departments and also to agencies outside the Authority at formal and informal interviews/meetings in Serbian, Bosnian, Croatian and English language on required basis.
- Perform other duties and ad hoc administrative support to Pharmaceutical in former YU and EU including record keeping, logistic support related to project activities and advice and guidance on local issues.
- Maintained strong commitment to accuracy, detail, confidentiality and timeliness of completion.
- Provided an Interpretation/Translation Service in line with required Language Shop's Policy and Procedures, Service Standards, code of conduct and any national standards.
- Translated various publications and documents which were accurate, clear, concise and in plain language which was understood by the targeted local community.
- Provided as necessary, scripts and spoken communications for all purposes as requested. (I.e. audio transcripts and voice overs).
- Used specialized translation software in the production of written translation and formatted documents when possible as specified by the any of the above Language Shop Service Development Manager.

### **Education**

- University of Economics and Commerce - Belgrade, Serbia,
- University of Belgrade. Faculty of Philology, section English language and Literature,
- Truman College, Illinois, USA