

Maria Sutic

468 Salem Woods Drive SE, Marietta, GA 30067

(404) 698-6344

suticmaria@gmail.com

PROFILE

Freelance interpreter proficient in English, Bosnian, Croatian, Serbian, Russian, and Spanish language with knowledge of industry standards, protocols, and best practices. A multitasker able to communicate effectively with a wide range of people from various backgrounds providing strict renditions of the messages including every detail of the conversation.

EXPERIENCE

(2016-present) LSA (Language Services Associates)

Bosnian/Serbian/Croatian Telephone and Face-to-Face Interpreter

- successfully completed a healthcare interpreting assessment that measures language proficiency, interpreting ability and knowledge of medical terminology
- daily interpretation services for the clients in healthcare, financial, business and government sector

(2014-2016) Maple, Inc., Marietta, GA

Interpreter for Spanish and Bosnian

- communication between management and non-English speaking employees
- estimates for Bosnian clients

(2010-2013) Antique Silver (retail shop), Belgrade, Serbia

Store Manager

- inventory and merchandising management, human resources, customer service, trend forecasting, and meeting sales/revenue goals
- staff recruiting, hiring, training, developing, and evaluating
- accounting duties (bank payments, daily turnovers)

(2008-2010) Patrizia Peppe (retail –fashion), Belgrade, Serbia

Store Manager

- customer service, inventory management, and meeting sales/revenue goals
- trend forecasting (traveling to Italy for selection of new seasonal collections)
- accounting duties (payroll, bank payments)

(2003-2008) Neimar Engineering, Moscow, Russia

Interpreter

- liaison between Russian-speaking management and Serbian-speaking employees
- interpreted questions, answers and concerns of employees and their families
- served as a cultural mediator where necessary
- translated written documents for different departments within the company

EDUCATION

(2011-2013) The John Naisbitt University, Belgrade, Serbia

Bachelors – Concentration in Public Relations Management – unfinished

(2000–2002) Institute for Foreign Languages, Belgrade, Serbia

Diplomas – Russian, English, and Spanish language - finished

SKILLS

- Proficient in MS Office
- Organized, detail oriented, and analytical