**Marijana Petrovic**

4209 Orchard Park Dr.

Parma, OH 44134 USA

(440) 667-1485

e-mail: mpetrovic05@yahoo.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Skills & Abilities

A highly talented Translator with huge experience in translating documents and other materials from Croatian, Serbian and Bosnian languages to English and vice versa; (Latin and Cyrillic characters) deep track record of reading materials and rewriting them in either English or mentioned languages, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics; well recognized specialist in legal and medical documentation both in Croatian, Serbian, Bosnian and English.

**Summary of Qualifications**

* More than ten years of Translating English/ Croatian, Serbian and Bosnian, document experience.
* Superb command of idiomatic Croatian, Serbian, Bosnian and English language and grammar.
* General erudition and intimate familiarity with all cultures.
* Extensive knowledge of vocabulary in all languages.
* Extremely high level of fluency in Croatian, Serbian, Bosnian as well as in English.
* Ability to edit and review other [translations](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/translator.html).
* Sound ability to translate legal documents.
* Remarkable interpreting skills.
* Excellent computer/word-processing skills.
* Great attention to detail with excellent work ethic.

**Professional Experience**

**International Services Center**

Cleveland, Ohio

**Language Bank**

January 2000 – 2011

**Freelance Translator and Interpreter**

January 2012 - Present

**Position Summary:** Responsible for the accurate creation of translated and localized Croatian, Serbian, Bosnian and English contents for a variety of language projects including general (education, certificates, correspondence), marketing communications materials, technical publications, medical and legal documentation.

**Professional skills**: multi-lingual ability, written or verbal translation, foresight and planning, excellent communication skills

Translated more that 10 000 pages of variety of texts

* Provide language/linguistic skills to convert highly technical product descriptions from Croatian, Serbian, Bosnian to English and vice versa with [translations](http://www.jobbankusa.com/resumes/free_samples/examples_templates_formats/translator.html) that are accurate and reflect the style, manner and expression of native speakers
* Translate and localize creative copy to retain the essence of the intended messaging.

Excellent interpersonal skills and ability to work in a team environment

**EDUCATION**

**Cuyahoga Community College**

Parma, Ohio

September 1999 – December 1999

* ESL classes

**Teachers Academy of Zagreb**

Zagreb, Croatia

1982-1986

-BA in Science of teaching

**High School for Kindergarten Teachers**

Zagreb, Croatia

1972- 1976

- Kindergarten teacher

**PROFESSIONAL TRAINING**

**International Institute of Akron**

September, October 2008

- Interpreter training workshops