Curriculum vitae

PERSONAL INFORMATION Matjaž Drobne

Jakčeva 32, 1000 Ljubljana (Slovenia)

+386 51 355 201

matjazdrobne@gmail.com

http://mamblin.si/e-index.html

Sex Male | Date of birth 04/06/1982 | Nationality Slovenian

POSITION translator, proofreader, editor

WORK EXPERIENCE

29/02/2012–Present CEO of a translation agency, translator, proofreader, editor

Mamblin, d. o. o., Ljubljana (Slovenia)

- translating

- editing

- proofreading

- dealing with clients

- marketing

- managing projects

2007–2011 Translator

ZRC Sazu Anton Melik Geographical Institute, Ljubljana (Slovenia)

- translating

- proofreading

2007–2007 Translator

Conrad Electronic, d. o. o., Grosuplje (Slovenia)

- translating of technical documents

2005–2006 Accountant

Primary School OŠ Horjul, Horjul (Slovenia)

- accounting and bookkeeping

EDUCATION AND TRAINING

2005–2011 Professor of English and German EQF level 7

Faculty of Arts, University of Ljubljana, Ljubljana (Slovenia)

2000–2005 unfinished

Faculty of Law, University of Ljubljana, Ljubljana (Slovenia)

1996–2000 Secondary school graduate

Secondary School Gimnazija Ledina, Ljubljana (Slovenia)

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Curriculum vitae Matjaž Drobne

PERSONAL SKILLS

Mother tongue(s) Slovenian

Other language(s) UNDERSTANDING SPEAKING WRITING

Listening Reading Spoken interaction Spoken production

English C2 C2 C2 C2 C2

Professor of English (VII level)

German C1 C2 C1 C1 C1

Professor of German

Croatian B2 B2 B1 B1 B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages

Communication skills - pedagogical – andragogical qualification (university education)

- business communicating skills (result of working in the fields of accounting and administration)

- ability of intercultural interaction (university education)

Organisational / managerial skills - heading a team of 3 translators in a translation agency

- organising, managing, and delegating tasks to other translators and proofreaders

- communication with clients

Job-related skills - proficient translating, editing, and proofreading

- great delegation skills

- management of quality control processes

- project management

Digital competence SELF-ASSESSMENT

Information

processing Communication Content

creation Safety Problem

solving

Proficient user Proficient user Proficient user Proficient user Proficient user

Digital competences - Self-assessment grid

- good knowledge of MS Office (Word, Power Point, Excel) and translation tools Trados and Wordfast

- fast typing

- proficiency on the worldwide web

ANNEXES

▪ Scan Dipl.pdf

▪ Recommendation Letter.jpg

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European skills passport

Matjaž Drobne

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European skills passport

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European skills passport

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**Recommendation Letter.jpg**

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