

Curriculum Vitae

PERSONAL DATA

First name Mirjana
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profile

ProZ.com http://www.proz.com/certificates/pro/pro_certificate_1016329.jpg

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SERVICES

Translation, Proofreading, Editing, Software localization, Website translation, Project management

EXPERIENCE

- Period December 2002 – today
- Institution self-employed
- Position *Freelance translator and localizer*
 - managed a number of translation projects: Tech/Engineering, Software, Hardware, Information technology (IT), Web and Internet, Advertising/Public Relations, Mechanical Engineering, Commercial, Business, Finances, Journalism, Conversations, Greetings, Press Releases, Psychology and others.
 - Some of the projects handled include the following: Samsung, Google (*AdSense/AdWords*), *ACER*, *Pepsi*, *Sharp*, *Kaspersky*, *Brother*, *Siemens*, *Graco* etc.
- Period December 2006 – today
- Institution Vasiljevic.com, translation agency
- Position *Project manager in translation industry, in house translator*
 - more then 4 years of successful translation project management experience. Managed, planed, and coordinated a large amount of translation projects (several thousand). Ensured that project standards are maintained with the project contract. Learned how to meet time constraints in the translation project, to plan, organize and administer the same; to communicate effectively with the translators and clients, developed the ability to make decisions and concentrate; to develop conflict resolution strategies and team building; to supervise and evaluate translators for various translation projects, to oversee the translation of project materials.
 - worked as an in house translator on various translation projects (computers (general), Internet, Information Technology, marketing, tourism & travel, poetry & literature etc.).

- Period November 2005 – Jun 2006
- Institution „ELTEL“ doo, Partizanska 4, Novi Sad
- Position *Office manager, translator and simultaneous interpreter*
Translation of legal acts and official documents. Interpreted meetings, phone conferences. Established and maintained the conversation between the employer and his business clients.

- Period April 2005 – November 2005
- Institution „NeoSonic“, B.Radicevica 30, Novi Sad
- Position *Office manager, web designer, system administration, translator/interpreter*
Translated web software and design parts.
Translated hardware and software manuals.

- Period July 2002 – February 2005
- Institution „KDS-NS“ AD, B.Cosica 48, Novi Sad
- Position *Office manager, translator and interpreter*
Translated large amount of text materials for cable network company.

- Period February 2002 – July 2002
- Institution „Braca Tomic“ doo, Marka Nesica 8, Novi Sad
- Position *Office manager, translator and interpreter*
Actively participated in negotiations with foreign clients, in written and spoken form. Translated many text materials regarding the motor oils and other additives.

- Period 1995 – today
- Institution self-employed
- Position Educating people of all ages in English language and Information technology.

EDUCATION AND TRAINING

- Period 1995/96 - 2001
- Institution Technical Faculty Mihajlo Pupin in Zrenjanin, University of Novi Sad, Serbia - <http://www.tfzr.uns.ac.rs/>

- Obtained diploma Professor of Information Technology, Master's degree
- Subjects Main subjects :
 - *Psychology*
 - *English language*
 - *Sociology*
 - *Theory of information and communications*
 - *System theory*
 - *Business systems and Management*
 - *Economy*
 - *Systems of artificial intelligence*
 - *Methods of programming*
 - *Multimedia systems*
 - *Designing educational computer software*
 - *Computer graphics/ Structures and data bases*
 - *Electronical systems and communication networks*

- Period 1993/94
- Institution University of Cambridge
Local Examinations Syndicate
International Examinations

- Obtained diploma Radnicki Univerzitet, Novi Sad
First Certificate in English (FCE) - at Level B2 of the [Common European Framework of Reference for Languages \(CEFR\)](#)

LANGUAGE SKILLS

Serbian (with Croatian and Bosnian) - native
English - fluent (speaking and writing) -14 years, from primary school to University
German - good (speaking and writing) - 9 years, from primary school to high school
Latin - basic (2 years, at high school)

COMPUTER SKILLS

Excellent – Master’s degree in Information Technology.

Software used:

Microsoft Windows 95, 98, ME, 2000, XP
Microsoft Office (Word, Excel, Outlook, PowerPoint, FrontPage)
CorelDraw
Adobe Photoshop
Macromedia Dreamweaver
Macromedia Director (final)
Macromedia Flash
HTML, Java Script, PHP

CAT Tools: Trados Freelance v7
Transit XV
DejaVu 3

Translation Workspace

Hardware used:

AMD Athlon XP 2800+,
ADSL 2Mbs permanent Internet connection
HP Scanner
HP Laser printer

SOCIAL AND ORGANIZATIONAL SKILLS

Outstanding interpersonal and communication skills.
Mature, organized, reliable and resourceful. “Can do” attitude.

ADDITIONAL INFO

Translated “Talk and Grow Rich”, a book written by Ron Holland, 2005. to Serbian language. Soon to be published.

INTERESTS

IT, education, film, theater, poetry & literature, marketing, psychology

REFERENCES AVAILABLE UPON REQUEST

