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| PERSONAL INFORMATION | Nikolina Jurjević Zirdum |
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|   |  Nova cesta 164, Zagreb 10000 - Croatia |
|  + 385 98 98 28 744 |
|  nikolina@studio-trinitas.com  |
| Sex Female | Date of birth 13/04/1975 | Nationality Croatian  |

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| WORK EXPERIENCE |   |
| October 2016 – to date | Freelance translator |
|  | Studio Trinitas d.o.o., Nova cesta 164, Zagreb 10000, Croatia |
|  | * Translation of financial, legal, technical and other document for various clients (e.g. Hrvatski Telekom, City of Zagreb, Ministry of Justice, Croatian Institute for Toxicology and Antidoping, Law Firm Beloša & Jukić, Faculty of Agriculture, Istrian Tourism Development Agency, Ministry of Culture, Ministry of Labour and Pension Sytem, Bruketa & Žinić & Grey, Uber, Bike Triangle, Sefirot etc.)
* Translation of documents for the Croatian Table Tennis Association on the occasion of the 2020 European Under 21 Championships held in Varaždin, 4-8 March 2020
* Interpretation for the EU delegation responsible for Antidoping – visit to the Croatian Olympic Committee, Croatian National Institute of Public Health, Central State Office for Sport
* Interpretation for the Croatian Institute for Toxicology and Antidoping (case before the Court of Arbitration for Sport in Lausanne - 2018)
* Translation for the needs of the Croatian Darts Federation
* Interpretation - chuchotage technique (Supervisory Board meetings of Croatian Telekom, meetings at the Zagreb Mayor’s Office)
* Simultaneous translation (General Assembly meetings of Croatian Telekom)
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| January 2016 – October 2016 | Translator |
| AdActa prijevodi d.o.o. III Pile 4, 10000 Zagreb, Croatia |
| * Translation of financial, legal, technical and other document for various clients
* Court interpreter
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| January 2015 – January 2016 | Freelance translator |
| Studio Trinitas d.o.o., Nova cesta 164, Zagreb 10000, Croatia |
| * Translation of financial, legal, technical and other document for various clients (e.g. Hrvatski Telekom, City of Pula, Law Firm Beloša & Jukić, Faculty of Agriculture, Medvednica Nature Park, Stentor Translation Agency)
* Oral translation (chuchotage technique)
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| April 2003 – January 2015 | Translator |
| T-Hrvatski Telekom, Savska 32-34, Zagreb 10000, Croatia |
| * Translation of legal, technical and financial documents and other documents related to the business operation of Hrvatski Telekom
* Oral translation in Supervisory Board meetings and other meetings in the company (chuchotage)
 |
| Telecommunications |
| September 2000 – March 2003 | Translator and NGO consultant |
| Udruga NIT, Aleja pomoraca 25, Zagreb 10000, Croatia |
| * Translation of documents relevant for operation of NGOs (training material, project proposals, annual reports, financial reports)
* Communication with donors
* Implementation of training courses and workshops for NGOs
* Writing of project proposals
 |
| NGO sector  |
| May 1998 – November 1998  | Executive Director Personal Assistant  |
| Center for Peace, Non-Violence and Human Rights, Osijek, Croatia |
| * Translation of project proposals
* Administrative tasks in the Executive Director’s office
* Communication/correspondence with donors and beneficiaries
* Participation in writing of project proposals
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| NGO sector  |

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| EDUCATION AND TRAINING |   |

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| --- | --- | --- |
| 1993-2000 | MA in English language and literature and German language and literature |  |
| J.J. Strossmayer University of OsijekPedagogical Faculty Osijek, Croatia |
| 1989-1993 |  |
| Grammar School A.G. Matoš, Đakovo, Croatia |
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Croatian |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C2 |  C2 |  C2  |  C2 |  C2 |
|  |
| German | B2 | B2 | B1 | B1 | B1 |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient userCommon European Framework of Reference for Languages |

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| Communication skills | * good communication skills gained through my experience as NGO consultant
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| Organisational / managerial skills | * good organizational skills acquired through my work as executive director PA and freelance translator
* leadership skills gained through work in a team of translators where we exchanged on the team leader position depending on the project
* good managerial skills gained in private life (mother of three children)
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| Job-related skills | * good typing skills
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| Computer skills | * good command of Microsoft Office™ tools
* good command of CAT tools (SDL Trados, Memsource, Phrase, MemoQ, XTM, Lokalise)
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| Driving licence | * B
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| ADDITIONAL INFORMATION |   |

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| PublicationsPresentationsProjectsConferencesSeminarsHonours and awardsMembershipsReferences | **ACHIEVEMENTS:*** 2004 Translated to Croatian “Three Fates” a novel by Nora Roberts, published by Profil
* 2003 Translated to Croatian, with a group of colleagues, “Committing Journalism: The Prison Writings of Red Hog“ by Dannie M. Martin and Peter Y. Sussman, published by Profil

**ADDITIONAL TRAINING:*** Seminar for translators – Legal Institutions and Nomenclature in Croatia and EU – INTEGRA d.o.o.
* Seminar for translator – Solving language problems in the work of court interpreters – INTEGRA d.o.o.
* Seminar for translators – Simultaneous Interpretation – INTEGRA d.o.o.
* Seminar for translators – Developing an Authentic Croatian Version of EU Legislation – INTEGRA d.o.o.
* Stress Management Training Program – iQ Institute
* Seminar for translators – The Map is Not the World – INTEGRA d.o.o.
* Seminar for translators – Joys of Translating Literature – INTEGRA d.o.o.
* Seminar for translators – Simultaneous/Consecutive Interpreting – INTEGRA d.o.o.
* Seminar for translators – Syntax of the Croatian Standard Language
* 2000 September – October, University of Connecticut, Hartford, Connecticut, Training for Non-Governmental Organization Consultants
* 1999 January – June, Academy for Educational Development – Training for Non-Governmental Organization Consultants
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