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| PERSONAL INFORMATION | Sanja Kovačević |
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| C:\Users\User\Desktop\Za senior non-key\69205674_10217209467423216_8312011677797187584_n.jpg | Kozaračka 94/20, Pirot 18300, Serbia |
| +381603423447 |
| melpomena27@hotmail.com |
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| Sex Female | Date of birth 27/03/1978 | Nationality Serbian |

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| JOB APPLIED FOR | Translator |

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| WORK EXPERIENCE |  |
| 2001-2004  2004-2009  2006-2009  2009-2019 | English Language Teacher  Secondary Technical School “Milenko Brzak-Uča”, Ruma  English Language Teacher  Primary School “Dušan Jerković”, Ruma  English Language Teacher  European Language Institute  English Language Teacher  College of Professional Studies for Pre-school Teachers in Pirot |
|  | Aside from being a lecturer I have also performed duties of an editor, translator and an interpreter, as well as that of an international relations officer. Furthermore, I was a member of curricula development team (study programmes at higher education institutions), and I was engaged on various international projects as a researcher, translator and technical secretary. I had the opportunity to participate in various Tempus and Erasmus projects (TEMPUS ECBAC 517200, WAMPP 561821 – in the capacity of an associate within the network created through TEMUS ECBAC, KEY – 598777, which is an ongoing project). Furthermore, I have successfully written and submitted Erasmus Charter application on behalf of my former institution. The College was granted the Charter in October 2018.  In the National Call for Submission of Erasmus + Projects in 2018, 2019 and 2020 I was engaged by the Foundation Tempus in the capacity of an external evaluator, whereby I had the opportunity to evaluate K1 (Mobility) and K2 (Strategic Partnership) projects. I was also a CEEPUS evaluator in the course of CEEPUS Network Call for the years of 2019 and 2020. In 2020 I have been engaged for the first time on final reports evaluation.  From the year 2000 I have continuously been engaged on translating and proofreading in a wide variety of fields (literature, law, natural sciences, agriculture, archaeology, history, music, advertisement, pedagogy, project management, etc.). |

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| EDUCATION AND TRAINING |  |

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| 1997-2001  2011-2013  January 2014  June 2015  January 2018 | Faculty of Philosophy, University of Novi Sad (graduate studies)  Faculty of Philosophy, University of Niš (postgraduate studies)  Western Balkans Platform on Education and Training: Regional Conference on Cooperation Opportunities in the Erasmus+ Programme (Athens, Greece)  CERS Seminar (Belgrade, Serbia)  Training Session - Assessment of the Erasmus+ Projects Applications within the National Call for the Submission of Erasmus+ Projects in 2018 in Serbia. | EQF 7 |
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| PERSONAL SKILLS |  |

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| Mother tongue(s) | Serbian/English | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | C2 | C2 | C2 | C2 | C2 |
|  |  | | | | |
| Spanish | C2 | C2 | C1 | C1 | C1 |
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|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) | | | | |

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| Communication skills | Excellent communication skills. As a person participating in various project s I was expected to receive and send correspondence, as well as to perform duties of a translator and an interpreter. It was my duty to translate the entire documentation relating to projects, as well as to maintain communication with our European partners. Due to my project engagements I have managed to create a network of valuable acquaintances and associates in various higher education institutions throughout Serbia |

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| Organisational / managerial skills | Good organisational skills gained as a technical secretary on Tempus ECBAC project. I was responsible for the project documents dealing with finance, organising consortium meetings, booking accommodation for visitors, establishing seamless conversation among the participants by means of simultaneous and consecutive translations, etc. |

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| Job-related skills | * Good command of quality control processes (experience in creating quality assessment tools) |

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| Digital competence | SELF-ASSESSMENT | | | | |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Proficient user | Proficient user | Independent user | Independent user | Independent user |
|  | Levels: Basic user - Independent user - Proficient user  [Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences) | | | | |
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|  | * Good command of office suite (word processor, spread sheet, presentation software) * Good command of video editing software | | | | |

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| Other skills | * Reading (passionate reader) * Writing (research papers, original author work, proofreading) * Advancing in the use of the following languages: Italian, German, Russian * Humanitarian work * Aside from English and Spanish, I also translate from and to Italian and German, Russian, Dutch, Portuguese, Bulgarian and Turkish. |

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| Driving licence | B |

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| ADDITIONAL INFORMATION |  |

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| ANNEXES |  |