**CURRICULUM VITAE**

|  | **Teja Prosenc****Podkum 53A1414 PodkumSlovenija****T: +386 (0) 70657061****E:** **teja.translations@gmail.com** |
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**Name and surname** Teja Prosenc

**Date of birth** 02.12.1965

**Place of birth** Ljubljana, Slovenia

**Citizenship** slovenian

**Work experience:**

from January 2022
**home-based self-employed at LEXSIKA, Teja Prosenc s.p.** – Translator GER – SLO – GER

* technical translations
* automotive industry
* medical translations (especially bioresonance, naturopathy and alternative medicine)
* business documentation
* food industry
* life sciences
* health and beauty care
* tourism
* Websites and online stores
* general texts

from March 2003 - December 2015
**home-based self-employed** – Translator GER – SLO – GER

* technical and automotive translations (Installation, usage, maintenance and repair instructions, robotic production lines, control technologies etc.)
* alternative and complementary medicine, bioresonance (scripts and seminars, professional books and articles, bioresonance devices and equipment, manuals, catalogs, brochures, and other promotional materials)
* common business correspondence translation
* Websites and online stores

from December 2015 -> I continued to work regularly as a freelance translator until the company re-registeration in January 2022 (LEXSIKA, Teja Prosenc s.p.)

**Some current translation activities:**

- translator at AdriatIQa, ATE Globalis d.o.o., Slovenia

- translator at EXE, Bratislava, Slovakia

- translator at TAIA Translations, Slovenia

- translator at GEL-GLOBAL, China

- translator at LAORET Translation & Localization, Boston, USA

- translator at RixTrans Ltd, Latvia

- translator at TOLINGO, Hamburg, Germany

- translator at TRANSPERFECT, New York, USA

- translator at AIKWIT d.o.o., Slovenia

from September 1997 to September 2020
**ETI ELEKTROELEMENT d.o.o.** , **Slovenia** - Sales assistant (Back office)

* processing of requests and preparation of offers
* implementation and coordination of sales activities
* participation in sales planning
* engagement in sales planning, order acquisition, processing, and fulfillment
* Implementation of operational sales efforts on an autonomous basis
* independent implementation of operational sales activities
* preparation of delivery notes and invoices - resolving complaints
* dealing with customer complaints
* maintaining track of clients
* establishing relationships with freight forwarders, suppliers, and affiliates
* compilation and modification of documentation in compliance with the superior's instructions and requirements

from July 1988 to August 1997
**Friederich Fingscheid GmbH, Velbert, Germany** - Forewoman in surface inspection of chrome car parts

* performing the most demanding production works
* preparation of machines and devices for start-up, operation and control of operation
* participation in the introduction of new processes and products
* keeping records and preparing reports
* arranging the working environment
* organizing, coordinating and controlling work

from July 1985 to September 1987
**Kindergarten Maja - Zagorje ob Savi**, **Slovenia** - Guardian of preschool children

* encouraging preschool children to create in the field of music, art, movement, dance and language for the development of motor, perceptual, cognitive and social-emotional processes with modern pedagogical methods and forms of work from individual fields of art
* planning and preparation of various types of games and toys and guiding and monitoring children in play
* providing support to children in personal development
* promoting the development of motor and mental processes, social and emotional development and speech development
* ensuring effective communication with children

**Education and knowledge**

**Formal education**

* **High school graduate**

Pedagogical high school, Ljubljana, Slovenia
year of completion: 1984

* **German language state examination** **at a higher level** at »Cene Štupar - Center for Continuing Education« (https://www.cene-stupar.si/en/home), certificate no. Z051 / J52 / 804530, issued by the National Examination Centre, 2005

**Foreign Languages**

* Slovenian - mother tongue / native
* German - C2
* English - B2

**Additional education**

* Business English course / 90-hour advanced business English course B1 - B2 (Lingula Language School / 2016)
* School for Foreign Trade desk Officers (Odin d.o.o. / 1998)
* This is how a successful salesman sells (CTU / 2000)
* German language at a higher level / self-taught (very well passed exam in German at a higher level at the Cene Štupar Public Institution, obtaining certificate No. Z051 / J52 / 804530, issued by the National Examination Center)

**Computer knowledge and skills**

* CAT translation tools:

- SDL Trados Studio (own license)

- Across

- Wordfast (no license)

- Wordfast Anywhere

- MemoQ (no license)

* MS Excel
* MS Word
* proofreading and editing
* e-commerce experience

**Personality traits**

* I value creativity and self-expression.
* I value the values of life and freedom
* I am constantly educating myself informally
* I am teachable, persistent, practical, resourceful, independent, efficient and receptive
* I like to work alone
* I am creative
* I have developed manual skills
* I am tolerant, giving, and hopeful
* I care about other people, and I do not engage in defamation.
* I appreciate the kindness
* I keep myself well-groomed and tidy,
* I always try to assist where I can.

**Hobbies and interests**

* I enjoy translating, reading, and continuing my education
* languages are fascinating to me and I love learning them
* I also enjoy traveling and learning about new cultures.
* Kayaking is one of my favorite pastimes
* and I'm also interested in herbalism and alternative medicine
* I enjoy cooking and experimenting with new and diverse dishes from around the world.

Every day, I continue to learn and gain experience because I find it very important to broaden my horizons :o)