



Tijana Čolović

Translator & Editor

Freelance translator from English to Serbian language, with experience in editing, transcription, proofreading and customer support.



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Address: Patrisa Lumumbe 50, 11000 Belgrade, Serbia

Work Experience

Freelance | Aug 2015

Translator

Projects include:

- “The Cursed Rovensia”, a fantasy book by a Serbian author Stefan Djakić;
- “Muhammad the Prophet”, in the process of being published;
- “History of Romanism”, in the process of being published;
- Multiple User manuals for TPPL gas detection devices and monitors;
- A series of articles in the fields of economy, IT and technology for multiple Serbian websites;
- A series of articles in the field of medicine/oncology, for a case study;
- many smaller projects in specific niches like Automotive Industry, Modern Technology, Dental Medicine, Aromatherapy, Mass Marketing etc.

Pebble Script OPC Pvt. Ltd. | Aug 2018

Editor & Proofreader

- Started as a transcriptionist, got promoted to Transcription Editor;
- Coordinated with seniors to ensure best end-result
- Worked with audio material in the fields of Business and Law;
- Kept track with the latest news and updates on websites like <https://seekingalpha.com/>, to ensure and check the reliability of informations

EA Assistance | Dec 2019 - Jan 2021

Call Centre Operator

- Provided assistance with health insurance

Skills Summary

- Motivated
- Patient
- Attention to detail
- Capable of working independently and remotely
- Flexible
- Empathetic, Friendly & Communicative
- Great time management skills
- Capable of conducting in-depth researches
- Willing and eager to learn and improve
- Advanced user of MS Office & GSuite
- Computer & Internet literacy

Educational History

Chemical School, Kraljevo,
Department of Ecology and the Protection of the Environment

University of Priština, Faculty of Philosophy,
English Language and Literature
- ongoing studies, with several exams left until graduation