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| PERSONAL INFORMATION | VLADIMIR TRKOVNIK |
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|   |  Stara cesta 18, 10434 Strmec, Zagreb County, Croatia  |
|  + 385 95 4502 881  |
|  vladimir.trkovnik@gmail.com   |
|  self-employed freelance translator at Preserved Time Ltd, Croatia  |
|  skype: vladimir.trkovnikTranslatorsCafe profile: <https://www.translatorscafe.com/cafe/member264711.htm>**Proz.com profile**: <http://www.proz.com/profile/1898441>**ProZ Certified PRO in English to Croatian**Linkedin profile: https://www.linkedin.com/in/vladimir-trkovnik-3676a278  |
| Date of birth: 12/22/1968 | Nationality: **native Croatian** |

 Translation experience: 23 years

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|  | **Translation / subtitling services**Language pairs: English (US and UK) – Croatian, Italian (Italy) – Croatian, German (Germany) – Croatian  |

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| The most significant translation projects |   |
|    |  1. October 2023, **the client: STUDIOLINGUE2000, Italy**

 **Project description: Italian to Croatian translation,** installation, operationaland maintenance manual for the range of asynchronous three-phase motors **Fields:**  TECHNICAL, ASYNCHRONOUS THREE-PHASE MOTORS, USER MANUALS, OPERATING MANUALS **Project volume:**  **7,000 words** 1. September 2023, **the client: ADH Avrasya Translation, Turkey,**

 **Project description: German to Croatian translation,** user, maintenance and operating manuals for the range ofgas condensing boilers  **Fields:** TECHNICAL, INDOOR CLIMATE CONTROL SOLUTIONS / SYSTEMS, IT, SOFTWARE, UIs, GUIs, GAS CONDENSING BOILERS, USER MANUALS, OPERATING MANUALS **Project volume:** **15,000 words**1. September 2023, **the client: STUDIOLINGUE2000, Italy,**

 **Project description: English and Italian to Croatian translation,** user, maintenanceand operating manuals for the range of centrifugal pumps for liquefied gases **Fields:**  TECHNICAL, OIL AND GAS INDUSTRY, PUMPS, CENTRIFUGAL PUMPS UIs, GUIs, USER MANUALS, OPERATING MANUALS **Project volume:** **18,000 words**1. July 2023, **the client: Villam Language Services, Hungary**

 **Project description: English to Croatian translation,** installation / maint. / oper.manuals for the range of products – multisystem pipe installation systems, technical solutions for standard internal heating and drinking water systems **end client:** one of the leading European producers of the above installation systems **Fields:** TECHNICAL, HEATING / COOLING / DRINKING WATER SYSTEMS / SOLUTIONS **Project volume: 5,000 words**1. May 2023, **the client: Argo Translation, USA**

 **Project description: English to Croatian proofreading,** package inserts and safety data sheets for the range of psychiatry assay kits, instructions how to calibrate psych. assay kits. **Fields:** MEDICAL, PSYCHIATRY, PSYCHIATRY ASSAY KITS, SAFETY DATA SHEETS **Project volume: 21,000 words**1. April 2023, **the client: Villam Language Services, Hungary**

 **Project description: English to Croatian translation,** installation / maint. / oper.manuals for the range of products – solutions for floor and wall heating / cooling systems at home, office, public utlity facilities, as well as football pitches, solutions for pipe water distribution installations, heating installations **end client:** one of the leading European producers of the above installation systems **Fields:** TECHNICAL, HEATING / COOLING SYSTEMS / SOLUTIONS,  **SOLAR HEATING SYSTEMS** / INSTALLATIONS, PIPING INSTALLATION SYSTEMS, PIPELINES, PIPES AND FITTINGS, USER, OPERATING AND MAINT. MANUALS **Project volume: 10,000 words**1. March 2023, **the client: Iolar, Slovenia**

 **Project description: Italian to Croatian translation,** instruction manual forthe medical device – elastomeric pump **Fields**: MEDICAL, HEALTHCARE, MEDICAL DEVICES, ELASTOM. AND INFUS. PUMPS **Project volume: 3,500 words** 1. March 2023, **the client:** **ADH Avrasya Translation, Turkey**

 **Project description: German to Croatian translation,** user and operating manuals forvarious indoor climate and water heating systems control modules. **Fields:** TECHNICAL, INDOOR CLIMATE CONTROL SOLUTIONS / SYSTEMS, IT, SOFTWARE, UIs, GUIs, USER MANUALS, OPERATING MANUALS **Project volume:** **25,000 words**1. February 2023, **the client: STUDIOLINGUE2000, Italy,**

 **Project description: Italian to Croatian translation,** installation, operation andmaintenance manual for globe valves **Fields:** TECHNICAL, VALVES, GLOBE VALVES, USER MANUAL, OPERAT. MANUAL **Project volume: 5,000 words**1. February 2023, **the client: Dema Solutions, Italy**

 **Project description: Italian to Croatian translation,** installation, operation andmaintenance manual for gas water heater **Fields:** TECHNICAL, GAS WATER HEATERS, USER / OPER./ MAINTEN. MANUALS **Project volume: 5,500 words** 1. January 2023, **the client: Dema Solutions, Italy**

 **Project description: German to Croatian translation,** instruction manuals with technicalspecification for the range of implantable pacemakers used for various types of cardiac therapies **Fields**: MEDICAL, HEALTHCARE, MEDICAL DEVICES, PACEMAKERS, MANUALS **Project volume: 5,500 words**1. November - December 2022**, the client:** **Villam Language Services, Hungary**

 **Project description: English to Croatian translation**, installation and operart. manuals for the range of products – complete multipurpose installation systems consisting of state of the art mutually complementary solutions for pipe water distribution installations, heating installations, as well as various technological and fire extinguishing installations. “Guidebook for designers, installers and construction site inspectors”. **end client:** one of the leading European producers of the above installation system **Fields:** TECHNICAL, PIPING INSTALLATION SYSTEMS, PIPELINES, PIPES AND FITTINGS, PIPE CONNECTION TECHNOLOGIES, INSTALLATION MANUALS **Project volume: 53,000 words**1. October 2022, **the client: PoliLingua Ltd, UK**

 **Project description: German to Croatian translation**, general safety instructions for construction site workers of the company **end client:** the leading company providing industrial plant engineering solutions **Fields:** TECHNICAL, OCCUPATIONAL SAFETY, OCCUPATIONAL SAFETY AT CONSTRUCTION SITES, INDUSTRIAL PLANT ENGINEERING **Project volume: 5,000 words**14)September 2022, **ongoing English and German to Croatian freelance transl. coop.** **the client: leading technology partner of the global aerospace industry, producer of** **primary and secondary aircraft structures and components and cabin interior parts** **Project description: German to Croatian** translation of the document “Fertigungsbegleitende Qualitaetspruefung im SAP” (Quality inspection during the production Process in SAP)  **Fields:** TECHNICAL, IT, SOFTWARE, UIs / GUIs, SAP, QUALITY CONTROL IN PRODUCTION, CIVIL AVIATION SECTOR, AEROSPACE INDUSTRY, AIRCRAFT COMPONENTS **Project volume: 20,000 words**15)July 2022, **the client: Dema Solutions, Italy** **Project description: German to Croatian** translation of the Operational / Maintenance / Occupational Health and Safety Manual for wind energy plant including software for integrated fire alarm and fire extinguishing system **Fields:** TECHNICAL, IT, SOFTWARE, UIs / GUIs, WIND ENERGY PLANTS, FIRE ALARM SYSTEMS **Project volume: 35,000 words**16)June 2022, **the client: Dema Solutions, Italy** **Project description: English to Croatian** translation of the software for remote cardiac monitoring system, implanted cardiovascular device detecting and alerting physicians about relevant changes of patient cardiac health and of the status of the implanted cardiovascular device **Fields:** MEDICAL, IT, SOFTWARE, USER MANUAL, UIs/ /GUIs, MEDICAL DEVICES, HEALTHCARE **Project volume: 150,000 words**17)May 2022, **the client: Argo Translation, USA** **Project description: English to Croatian** translation of the manual for the series of electric cargo bikes **Field:** TECHNICAL, ELECTRIC BIKES **Project volume: 16,000 words** 18)January 2022 – April 2022, **the client: Dema Solutions, Italy** **Project description: German to Croatian**translation of the various internal trainings for various business processes for the employees of one of the leading retail companies **Fields:** EDUCATION, COMPANY INTERNAL TRAININGS, RETAIL SECTOR TRAININGS OF EMPLOYEES FOR INTERNAL BUSINESS PROCESSES**Project volume: 75,000 words** 19)September – December 2021, **the client: Dema Solutions, Italy** **Project description: English to Croatian**translation of the various internal trainings for various business processes for the employees of one of the leading retail companies **Fields:** EDUCATION, COMPANY INTERNAL TRAININGS, RETAIL SECTOR TRAININGS OF EMPLOYEES FOR INTERNAL BUSINESS PROCESSES**Project volume: 25,000 words** 20)November 2021, **the client: Presto Translation Center, Czech Republic** **Project description: English to Croatian** translation of the company product catalogue - presentation and features of wear protection linings for plant components and pipe systems of one of the leading producers of such products in the world, wear and abrasion resisting materials such as fused-cast basalt, oxide ceramics and other **Field:** TECHNICAL, PRODUCT CATALOG, PIPES, WEAR PROTECTION LININGS **Project volume: 10,000 words**21)October 2021**, the client: DEGA-Translations, Bulgaria** **Project description: English and Italian to Croatian** translation of the company documentation participating in the public tender for procurement of goods and services **Field:** TECHNICAL, TENDER BIDDING DOCUMENTATION, CIVIL AVIATION SECTOR  **Project volume: 25,000 words**22) September 2021**, the client: Impact Language Solutions Kft., Hungary** **Project description: English-Croatian** translation of the document related to sustainable investments in securities and derivatives and sustainable investment funds. **Fields**: FINANCE, INVESTMENT FUNDS, SUSTAINABLE INVESTMENTS **Project volume: 6,300 words**23)July 2021**, the client: Argo Translation, USA** **Project description: English-Croatian** translation of a technical manual titled  "Coupling Installation Manual" **Field:** TECHNICAL, AUTOMOTIVE, MANUAL, MECHANICAL ENGINEERING,  COUPLINGS AND HUBS **Project volume: 10,500 words**24)July 2021**, the client: Uebersetzungsdienste Peter Štrbak, Slovakia** **Project description: German-Croatian** translation of an application for managing and control of card-based payments on retail locations **Fields:** BUSINESS, FINANCE, IT, SMART CARD PAYMENT APPLICATION **Project volume: 5,000 words**25)June 2021, **the client: Presto Translation Center, Czech Republic** **Project description: English / German to Croatian** translation of feature descriptions,  UIs, GUIs for the application controlling production process, operation of machines involved In production process, Machine User / Operater Management, measuring operater time and efficiency and other options and features **Field:** TECHNICAL, IT, APPLICATION FOR PRODUCTION CONTROL  **Project volume**: **16,000 words**26)May 2021, **the client : Presto Translation Center, Czech Republic** **Project description: English-Croatian** translation of feature descriptions, UIs, GUIs and user manuals of various mobile phone models from the range of products of one of the leading mobile phone producers in the world **Fields:**  TECHNICAL, IT, UIs/ GUIs., MOBILE PHONES, MANUALS **Project volume: 16,000 words** 27)April 2021, **the client: Andiamo! Language Services Ltd, UK** **Project description: English-Croatian** translation / proofreading of the documents related to the line of advanced prosthetic technology products and orthotic devices. **Fields:** MEDICAL, MANUAL, MEDICAL DEVICES, HEALTHCARE, ORTHOTIC DEVICES  **Project volume: 35,000 words**28)March 2021, **the client: Presto Translation Center, Czech Republic** **Project description: English-Croatian** translation of the range of products (medical devices) designed to meet lifting and moving requirements across the full spectrum of healthcare environments. Ceiling hoist systems used to lift and move patients, mobile lifters for the same purpose Where use of ceiling hoists is not appropriate, lifting slings for different patient care tasks and other devices for lifting and moving patients in hospitals and other medical and healthcare institutions. **Fields:** MEDICAL, MANUAL., SOFTWARE, UIs / GUIs, PATIENT LIFTING MEDICAL DEVICES, HEALTHCARE **Project volume: 20,000 words** 29) October 2020, **the client: Presto Translation Center, Czech Republic** **Project description**: **German-Croatian** translation for cleaning and disinfection of medical instruments, manual, technical specification, required conditions for optimal work and good device functioning including instructions for safe working with machinery **Fields:**  MEDICAL, MANUAL, MEDICAL DEVICES, CLEANING AND DISINFECTION DEVICES. **Project volume: 25,000 words**30) October 2019 – January 2020, **the client: Intertranslations S.A., Greece** **Project description: English-Croatian** translation of web page, description and features of services and products, application for PCs and mobile devices and legal content (user agreements, GDPR regulation, buyer and seller protection programs and other) of the leading company that provides and operates worldwide online payment system supporting online payments for goods and services and money transfers. **Fields:**  BUSINESS, FINANCE, IT, UIs / GUIs, ONLINE PAYMENT SERVICES / MONEY SERVICE BUSINESS **Project volume: 150,000 words**31) December 2018, **the client: Coral Knowledge Services, India,** **Project description**: **English-Croatian** translation of the operating manuals, description of features, technical documentation, occupational safety and safe working protocols, maintenance manuals and other technical documentation for a product line of hydraulic crawler excavators of one of the leading producers of these types of machinery in the world **Fields:** TECHNICAL, MECHANICAL ENGINEERING**, manuals** for **hydraulic crawler** excavators, dozers and similar construction machinery **Project volume**: **50,000 words**32) November 2018, **the client: Intellex Translation & Localization, Russian Federation**, **Project description**: **Croatian-English** translation of various banking documents related to banking products, business reports, loan terms overview, terms and conditions of conversion of loans in Swiss francs to Euros, etc. for one of the leading European banks **Field:** BANKING **Project volume**: **16,000 words** 33) April 2018, **the client: Glim Services Linguistiques, France,**  **Project description: English-Croatian** translation of the user manual, technical documentation and software / mobile application for a medical device designed for ECG recordings **Fields:** MEDICAL, USER MANUAL, **MEDICAL DEVICES**, IT**, medical / health** **applications / software****Project volume: 20,000 words**34)December 2017, **the client PoliLingua Ltd,, UK** **Project description: English-Croatian** translation of operating manuals and technical documentation for the line of professional food preparing machines (mixers, blenders, etc). **Fields:**  FOOD, FOOD PROCESSING MACHINES AND DEVICES (prof. mixers, blenders, etc.) **Project volume: 25,000 words** 35**)** August 2017,  **the client: Uebersetzungsdienste Peter Štrbak, Slovakia** **Project description: German – Croatian** translation of series of documents related to the field of occupational safety, work in a safe manner, working with machines and equipment in a safe manner, protective personal equipment (PPE), procedures for safe work at heights, etc. **Fields**: TECHNICAL, PPE, SAFETY AT WORK, OCCUPATIONAL SAFETY, SAFE WORKWITH MACHINERY **Project volume: 10,000 words** |
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|   | 36) June 2012 – December 2012, **the clients: Public Open University Zagreb and EBCL** **International Center Wien, Austria**, [**www.ebcl.eu**](http://www.ebcl.eu) **and www.pouz.hr** **Project description: English – Croatian** translation of the educational business curriculum verified by the European Commission and internationally accepted business management educational program EBCL – European Business Competence Licence (EBCL) **Fields / education program modules:**  financial accounting, financial statements, business indicators, cost accounting, commercial law, investment.analysis, project management, cost analysis, business management, making business plan, marketing and sales  **Fields:** EDUCATION, BUSINESS MANAGEMENT, eLEARNING, marketing and financial management education and other business competencies and business skills, entrepreneurial learning and training**Project volume: 100,000 words**. 37)June 2016 – September 2016, **the client: Emilia Center Traduzioni, Italy, end client: one** **of the leading producers of the machines producing blisters, tablets, capsules and** **other types of packaging for pharmaceutical industry in the world** **Project description:** **Italian / English to Croatian** translation of operating and user manuals, technical specifications, maintenance manuals and other technical documentation related to line of machines producing blisters, capsules and other type of packaging for pharmaceutica industry **Project volume: 135,000 words** **Field:** TECHNICAL, MACHINERY, MECHANICAL ENGINEERING, PHARMACEUTICAL PACKAGING INDUSTRY 38) **September 2015 – ongoing business cooperation**, **the client**: **Radman s Drink GmbH,****A Austria, www. radmansdrink.at,**  **Project description**: **German / English – Croatian** translations of business contracts, business / financial reports, marketing presentations, company catalogues, web content, product testing and certificates of quality, declarations and other company documents (**German-Croatian, English-Croatian**)  **Field**: ENERGY DRINK AND SODA DRINK INDUSTRY 39) Since April 2014, **self-employed** **freelance translator at company PRESERVED TIME** **Project description: translation**of all kinds of sales, business, finance, tourism and marketing related documents, business contracts, financial reports and other topics (**working languages: English, Croatian, German and Italian** 40) **1997 – September 2013, employed in company Eurotrade d.o.o., Rovinj, Croatia** [**www.eurotrade.hr**](http://www.eurotrade.hr);**/en**  ACTIVITIES: **besides working on many middle and top management sales and** **marketing positions, I was also working as in-house English-Croatian-English and** **Italian-Croatian translator** (business contracts, financial statements, business and financ.reports,, marketing brochures, international business correspondence,prod.catalogs  **Field**: IT INDUSTRY (printers, laptops, videoprojectors, scanners, copiers, ink jet and toner cartridges, office, artistic and drawing papers, office supplies **The company Eurotrade is certified Croatian distributer for HP, Epson, Lexmark,** **Toshiba, Uni-Ball Japan, Fabriano Italy, Konica-Minolta and other world famous** **brands.** |

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|  EDUCATION AND TRAINING |   |

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| LANGUAGE SKILLS AND CERTIFICATES |   |

 | 1. 2006, Kuratorium Wirtschaftskompetenz fuer Europe (KWE), European Business Competence Licence (EBCL) – [www.ebcl.eu](http://www.ebcl.eu)
2. **1988 – 1993, University of Rijeka, Croatia, Faculty of Economics, degree Master of Economics in international business and commerce**
3. **1987 – Joliet West High School Diploma, Illinois, USA**
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|  **Mother tongue(s)** | **Croatian** |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  | Writing skills |
| English | C1 | C1 | C1 | C1 | C1 |
|  |  |
| Italian | C1 | C1 | B2 | B2 | B2 |
|  |  |
| German | B2 | C1 | B2 | B2 | B2 |
|  | **English language certificates**:CAMBRIDGE ENGLISH Council of Europe LEVEL C1 Certificate,Ref.no.: 146HR0028062, Certif.no: 0045525420,Date of issue: 25/07/2014 |
|  |  |  |  |  |   |
|  | University of Cambridge, Certificate in Business English, LEVEL VANTAGE, Ref.no.: 04CHR0024026, Certificate number: 0012913970,Date of issue: 05/02/2005 |
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|  | SOFTWARE AND CAT TOOLS |
| Word, Excel, Powerpoint | Windows 10 |
|  | Proficient user | Proficient user |
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|  | CAT tools: Phrase (ex Memsource), Smartling, Smartcat, Matecat, Wordbee, XTM |
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 **Top specialized translation fields:**

* **BUSINESS, commerce, e-commerce**, business management, **business reports,** business presentations, project presentations, case studies
* **MEDICAL**: **clinical trials**, clinical research studies, **medical devices, user manuals for medical devices, APPs for medical devices**
* **LEGAL, business contracts, GDPR**, **cookie policy, privacy policy, user agreements**
* **CORPORATE DOCUMENTS, various corporate policies and documents**,
* **IT, printers, copiers, printing technologies), various software programs and apps, UIs, GUIs**
* **TECHNICAL, user manuals, operating manuals, maintenance manuals, mechanical engineer.**
* consumer electronics, consumer electronic devices, multimedia, etc.
* AGRICULTURE, agricultural production, organic farming
* **software and APP translation**
* **MOBILE PHONE INDUSTRY (translation of user manuals including GUIs, Uis)**
* **MARKETING, product catalogues**, **web pages**, e-marketing, SEO, **marketing brochures**, marketing presentations
* **FINANCE, corporate financing, public finances, financial reports, annual financial statements, financial management, investment studies, feasibilty studies, securities, stock exchange**
* **ECONOMICS** , macroeonomic policies, economics theory, economics in general
* **SAFETY AT WORK, occupational safety, personal protective equipment (PPE), work safety protocols**, workplace risk assesments,
* **product testing reports, technical approvals**, quality assurance certificates, **safety data sheets**

 **Other strong translation fields:**

* PHARMACEUTICAL industry and products, machines for production of pharmaceutical packaging
* EU (EU regulations, funding programmes, EU grants)
* tourism & travel,
* steel industry, steel structures, thermal insulating steel sheet roof and wall panels,
* construction business, interior decorating: dry works, suspended ceilings, raised floors etc,
* ecology, sustainable growth, renewable energy resources, environmental issues, sustainable production
* food / food processing industry, food product labels, nutrition, diet programs, culinary and gastronomy