




PERSONAL INFORMATION

Sanja Mihailovic



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Sex Female | Date of birth 27/10/1977 | Nationality Serbian

JOB APPLIED FOR

Translator from EN into SR, HR, BS, ME

WORK EXPERIENCE

- 2000-present **Full-time freelance translator**
Translation agencies and end clients worldwide
 - Translation, editing, proofreading, software localization, subtitling, TM/glossary creation, QA

Business or sector Translation agencies and end clients, language service providers
- 2004-2006 **Leading translator, Trados tutor and Trados coordinator**
Federal Institute for Standardization of Serbia and Montenegro (ISSM), Belgrade, Serbia
 - Leading member of a pool of translators working on translations of EU standards

Business or sector National standardization body of Republic of Serbia
- 1998-2004 **Senior partner with a translation company**
Editor group, Belgrade, Serbia
 - Translator, proofreader and subtitler, coordinator of a team working on various linguistic projects

Business or sector Translation company

EDUCATION AND TRAINING

- 2010 **Diploma in Translation (DipTrans, MCIL CL)**
Chartered Institute of Linguists, UK (www.ciol.org.uk)
 - Science and Technology, Postgraduate degree (Level 7)
- 2007 **BA in Economics**
Faculty of Economics, University of Belgrade (www.ekof.bg.ac.rs)
 - Major in Finance, Banking and Insurance (Level 6)

PERSONAL SKILLS

Mother tongue(s) Serbian (also Croatian, Bosnian and Montenegrin)

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
DipTrans IoLET, Science and Technology (Level 7)					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- Communication skills** ▪ Excellent communication skills gained through my experience as freelance LSP
- Organisational / managerial skills** ▪ Excellent managerial skills (highly responsive and responsible, excellent professional manners)
▪ Excellent organization skills (workload planning, setting delivery deadlines, committing responsibly)
- Job-related skills** ▪ Excellent command of quality control process and implementation of quality standards in translation work
▪ Excellent ability to adapt to high-standard working practices
- Computer skills** ▪ Excellent command of Microsoft Office tools
▪ Excellent command of CAT software (SDL Trados Studio, MemoQ, WordFast, Transit, Idiom etc.)
▪ Excellent command of LQA tools (Xbench etc.)
- Other skills** ▪ Self-taught web-design
▪ Painting, photography
- Driving licence** ▪ B category

ADDITIONAL INFORMATION

- Honours and awards** ▪ MateCat's Translation World Cup Winner in EN>SR Cyrillic language pair (2014)
▪ 1st Annual ProZ.com Translation Contest winner in English into Serbian language pair (2008)
▪ Certified PRO (professional translator) status with ProZ.com since 2008
- Memberships** ▪ Chartered Linguist, Chartered Institute of Linguists, UK (MCIL CL)
▪ Association of Scientific and Technical Translators of Serbia
- References** Available on request

ANNEXES

Copies of degrees and qualifications are available on request