






PERSONAL INFORMATION

Sanja Mihailovic



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-  Skype serbian-translator

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](http://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](http://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

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**ADDITIONAL INFORMATION**

- Honours and awards** ▪ MateCat's Translation World Cup Winner in EN>SR Cyrillic language pair (2014)  
▪ 1<sup>st</sup> 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

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**ANNEXES**

Copies of degrees and qualifications are available on request