



Sanja Mihailovic

DipTrans IoLET MCIL

Professional Freelance Translator
English > Serbian, Croatian, Bosnian, Montenegrin
Medical ▪ IT ▪ Technical ▪ Marketing

PERSONAL INFORMATION

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Date of Birth: 27th October 1977
Civil status: Married, two children
Residence: Belgrade, Serbia
Citizenship: Serbian
Time zone: CET (GMT+1)

SERVICES

Translation, editing, proofreading, software localization, subtitling, translation memory and termbase creation, professional evaluation of translation tests

SPECIALIZATION FIELDS

- Medical (IVD, clinical trials, pharmaceutical, chemical, dental, bioengineering, healthcare)
- IT (electrical engineering, electronics, computers, telecommunications)
- Technical (mechanical engineering, technology, automotive, construction, machinery)
- Marketing, as well as social sciences, entertainment, travel, fashion, leisure

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

Translation Related Degree (2010)

DipTrans IoLET in Science and Technology, Chartered Institute of Linguists, UK (English > Serbian)

University Degree (2007)

BA in Finance, Banking and Insurance, Faculty of Economics, University of Belgrade, Serbia

Working Experience (since 1998)

Full-time freelance translator for English > Serbian, Croatian, Bosnian and Montenegrin languages

Other Qualifications (ProZ.com)

Certified PRO (professional translator) status

1st annual translation contest winner in English into Serbian language pair

Memberships with Professional Bodies

Membership with Chartered Institute of Linguists, UK (IoLET MCIL)

Membership with Association of Scientific and Technical Translators of Serbia

CAREER SUMMARY

2000 till present FULL-TIME FREELANCE TRANSLATOR

Full-time work for translation agencies and direct clients worldwide (cooperating with over 500 translation agencies worldwide, having over 90 regular clients)

2004–2006 LEADING TRANSLATOR, TRADOS TUTOR AND TRADOS COORDINATOR

within a pool of translators working on translations of EU standards at Federal Institute for Standardization of Serbia and Montenegro (ISSM), Belgrade, translating ISO, IEC and EN standards (various fields) into Serbian under CARDS program and tutorship of Danish Technological Institute, in cooperation with SCG-Quality company, Belgrade

1998-2004 SENIOR PARTNER WITH A TRANSLATION COMPANY

worked as a translator, proofreader and subtitler, coordinator of a team working on various linguistic projects and a senior partner with Editor group, Belgrade, Serbia

MAJOR END-CLIENTS (SAMPLE LIST)

Medical: GE Healthcare, Mayo Clinic, Merck, Serono, AstraZeneca, Quintiles Laboratories, Cerexa, Edwards LifeSciences, Wyeth, Fisher, Bayer, Roche, Abbott Medical Optics, Glaxo-Smith-Kline, Janssen Cilag, Zimmer Spine, Orbus Neich, Angiotech, Seattle Genetics, Fresenius, MicroVention, Covidien, Atrion Medical, Smiths Medical, Actelion, AGA Medical Corporation, Maquet Critical Care, Siemens Healthcare Diagnostics, Becton Dickinson, LifeTechnologies Corporation, SJM, Terumo, LifeScan, Heraeus, Draeger Medical, Philips Respiration, Kenexa, ClinPhone, ASP, 3M ESPE, Pentron, Sybron, Coloplast

IT: Microsoft, Google, HP, Epson, Nokia, Sony Ericsson, Motorola, Toshiba, McAfee, Lenovo, Philips, Samsung, Genius, Logitech, MSI, Canon

Technical: Husquarna, Velux, Electrolux, Rio Tinto, Caterpillar, DuPont, Danfoss, USSteel, Schindler

Technology: Institute for Standardization of Serbia and Montenegro, Danish Technological Institute, Bayer CropScience, Nalco Europe, SGS

Automotive: BMW, Toyota, Mazda, Nissan, Opel, Honda, Harley Davidson, Carglass

Marketing: Adobe, Pepsi, Harman Kardon, PriceWaters Cooper, Austrian Airlines, Milward Brown, Banca Intesa, Procter&Gamble, Tesa, Carlsberg, Jysk, Ecco, Stokke, Hasbro, Viasat Explorer, Viasat History, hotels Hilton, Hyatt, Inn, etc.

COMPUTER EQUIPMENT

PC platform:

Windows 7 (32-bit) English, DSL permanent 6 Mbps, MS Office 2010 English, Adobe Acrobat X (v10.1)

CAT software:

SDL Trados Studio Professional 2009 SP3 (v9.1)

Idiom Workbench v9.0

SDL Multiterm SP3 (v8.5)

Across Personal Edition

SDL Passolo 2011 SP 4 (v11.4)

Tstream Editor

Deja Vu X 7.5

WordFast 6.0

Star Transit XV

MemoQ 4.5

KEY SKILLS

- Excellent command of Windows OS, MS Office and CAT tools
- Excellent command of quality control process and implementation of quality standards in translation work (consistent with EN 15038)
- Excellent ability to adapt to high-standard working practices
- Excellent organization, communication and tutoring skills

PERSONAL TRAITS

- Skilled, responsive, highly reliable and cooperative, precise, flexible, methodical, strictly following agreements and deadlines
- Able to carry out large and demanding projects with consistent quality and attentiveness as well as to perform in a professional, effective and timely manner
- Striving toward continuing professional development
- IQ of 145

REFERENCES available upon request

FREE sample translations up to 300 words per language pair and client upon request

Last update: 9 January 2012

Up-to-date version: www.serbian-translator.com/cv-SanjaMihailovic.pdf

EUROPASS form: www.serbian-translator.com/cv-eu-SanjaMihailovic.pdf