



PROFESSIONAL FREELANCE SCIENTIFIC AND TECHNICAL TRANSLATOR

ENGLISH > SERBIAN, CROATIAN, BOSNIAN

## Sanja Mihailovic

DipTrans IoLET in Science and Technology  
Member of Association of Scientific and Technical Translators of Serbia

SOURCE LANGUAGE: English

TARGET LANGUAGES: Serbian (Cyrillic and Latin; Montenegrin), Croatian, Bosnian (Cyrillic, Latin)

### PERSONAL INFORMATION

E-mail: [info@serbian-translator.com](mailto:info@serbian-translator.com)  
Alt. e-mail: [serbian.translator@gmail.com](mailto:serbian.translator@gmail.com)  
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Cell phone: + 381 63 803 10 13

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

### PROFESSIONAL PROFILE

I am an enthusiastic and dedicated professional freelance translator working full-time since 1998, gaining extensive and diversified experience across a number of specialist areas. I can demonstrate a highly proficient level of command of English language, ability to carry out large and demanding projects with consistent quality and attentiveness as well as to perform in a professional and effective manner at all times. Skilled, responsive, highly reliable and cooperative, precise, flexible, methodical, strictly following agreements and deadlines. Striving toward continuing professional development.

### EDUCATION AND QUALIFICATIONS

#### Translation Related Degree

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

#### University Degree

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

#### Working Experience

Full-time freelance translator since 1998

#### Other Qualifications

1<sup>st</sup> annual Proz.com translation contest winner in English into Serbian language pair

Proz.com certified professional translator

#### Professional Codes of Conduct adhered to

Code of Professional Conduct of Chartered Institute of Linguistics, UK

ProZ.com's Professional Guidelines

### SERVICES

Translation	Software localization
Editing	Translation memory and termbase creating
Proofreading	Typesetting & re-keying
Subtitling	Professional evaluation of translation tests

### SPECIALISATION FIELDS

- Science (medical, pharmaceutical, chemical, dental, bioengineering, healthcare)
- Engineering (IT, electronics, computers, telecommunications)
- Technical (mechanics, machinery, automotive, commercial products)
- Marketing, social sciences, arts, tourism, media, entertainment

**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**

**Medical:** GE Healthcare, Mayo Clinic, Merck, Serono, AstraZeneca, Quintilles Laboratories, Cerexa, Edwards LifeSciences, Wyeth, Fisher, Bayer, Roche, Abbott Medical Optics, Glaxo-Smith-Kline, Janssen Cilag, Zimmer Spine, Orbus Neich, Angiotech, Seattle Genetics, Fresenius, MicroVenton, Covidien, Atrion Medical, Smiths Medical, Actelion, LifeTechnologies Corporation, SJM, Terumo, LifeScan, Heraeus, Draeger Medical, ClinPhone, ASP, 3M ESPE, Pentron, Sybron, Coloplast  
**IT:** Microsoft, Google, HP, Epson, Nokia, Sony Ericsson, Motorola, Toshiba, McAfee, Philips, Samsung, Genius, Logitech, MSI, Canon

**Technology:** Institute for Standardization of Serbia and Montenegro, Danish Technological Institute, Bayer CropScience

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

**Automotive:** BMW, Toyota, Mazda, Nissan, Opel, Carglass

**Marketing:** Adobe, Pepsi, Harman Kardon, Tesa, Carlsberg, Banca Intesa, Procter&Gamble, Jysk, Ecco, Stokke, Hasbro, Viasat Explorer, Viasat History, hotels Hilton, Hyatt, Inn, etc.

**COMPUTER EQUIPMENT****Hardware platform:**

17" WXGA LCD Display  
 Intel® Centrino® 2 Gb, DDR2 667/800  
 HDD 320 GB SATA (5400 RPM)  
 Optical Drive DVD-RW Super Multi  
 WD Passport 160 Gb (backup system)  
 OS: Windows Vista® Ultimate (32-bit) English  
 Internet: DSL permanent 1 Mbps

**Software platform:**

MS Office 2003 English version  
 Adobe Acrobat 9.0 Professional

**Translation software:**

Trados v7.5  
 SDLX 2006  
 Deja Vu X 7.5  
 Star Transit XV  
 Idiom Workbench v9  
 Across Personal Edition  
 Alchemy Catalyst 4  
 Tstream Editor  
 WordFast 6.0  
 Translation Workspace

**KEY SKILLS**

- Excellent command of MS Office tools, Internet, Email, FTP
- Excellent command of CAT tools (Trados, SDL, Déjà Vu, Star Transit, WordFast, Across, etc.)
- Excellent command of quality control process and implementation of quality standards in translation work
- Excellent ability to adapt to high-standard working practices
- Excellent organization, communication and tutoring skills
- IQ of 145

**INTERESTS AND ACTIVITIES**

Travelling, photography, ancient cultures and philosophies, reading, modern psychology, techniques of mental and physical self-development, painting, gardening

REFERENCES AND RATE INFORMATION AVAILABLE UPON REQUEST