



Europass Curriculum Vitae



Mihailovic, Sanja

Personal information

First name(s) / Surname(s) Sanja Mihailovic
Address(es) 18, Nebojsina str., 11000 Belgrade, Serbia
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E-mail info@serbian-translator.com; serbian.translator@gmail.com
Website www.serbian-translator.com
Nationality Serbian
Date of birth 27.10.1977
Gender Female

Work experience

Dates 2000-till present
Occupation or position held Freelance translator
Main activities and responsibilities Translation, proofreading, revision, subtitling and other translation-related services
Name and address of employer Over 90 regular clients worldwide, references available upon request
Type of business or sector Institutional and commercial clients and translation agencies worldwide

Dates 2004-2006
Occupation or position held Translator, Trados tutor
Main activities and responsibilities Translation of EN, ISO and IEC standards; Trados tutoring
Name and address of employer Danish Technological Institute and Institute for Standardization of Serbia and Montenegro (ISSM), RS
Type of business or sector Standardization

Dates 1998-2004
Occupation or position held Chief translator, translators' coordinator and senior partner
Main activities and responsibilities Translation, proofreading, revision, subtitling and other translation-related services; coordination and organization
Name and address of employer "Editor group", Belgrade, Serbia
Type of business or sector Translation company

Education and training

Dates 2010
Title of qualification awarded DipTrans IoLET in Science and Technology

Principal subjects/occupational skills covered | Diploma in Translation (General, Science and Technology)

Name and type of organisation providing education and training | Chartered Institute of Linguists, UK

Level in national or international classification | Postgraduate degree level (Level 7)

Dates | 2007

Title of qualification awarded | Bachelor's degree (acc. to Bologna's Conv.)

Principal subjects/occupational skills covered | Banking, Finance and Insurance

Name and type of organisation providing education and training | Faculty of Economics, Belgrade University, Belgrade

Level in national or international classification | University degree (VII/1)

Personal skills and competences

Mother tongue(s) | Serbian, Croatian, Bosnian

Other language(s) | English

Self-assessment

European level ()*

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user	(C2)	Proficient user

() Common European Framework of Reference for Languages*

Social skills and competences | Excellent organization, communication and tutoring skills acquired as an in-house and freelance translator and translators' coordinator and tutor
Excellent ability to adapt to high-standard working practices
Good team spirit

Organisational skills and competences | Excellent organization, communication and tutoring skills acquired as an in-house and freelance translator and translators' coordinator and tutor

Technical skills and competences | Excellent command of quality control process and implementation of quality standards in translation work acquired as an in-house and freelance translator and translators' coordinator and tutor

Computer skills and competences | Excellent command of all MS Office tools
Excellent command of CAT tools (Trados Studio, Déjà Vu, Transit, WordFast, Idiom, etc.)

Artistic skills and competences | Painting (leisure activity)

Other skills and competences

Driving licence | Yes, category "B"



Additional information

Memberships with Professional Bodies

- Membership with Chartered Institute of Linguistics, UK (IoLET MCIL)
- Membership with Association of Scientific and Technical Translators of Serbia

Skilled, responsive, highly reliable and cooperative, attentive to details, precise, flexible, methodical.

Having distinctive planning and organizing skills, strictly following agreements and deadlines.

Striving toward continuing professional development.

Ability and readiness to learn new software tools in a very short time.

Ability to carry out large and demanding projects with consistent quality and attentiveness as well as to perform in a professional, effective and timely manner

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Annexes

Further information available at www.serbian-translator.com