CURRICULUM VITAE

***First and last name:*** Alisa Cavlina ***Date of birth:*** 03.11.1966. Valjevo  
***Address:*** Hvarska 16, Valjevo  
***Phone .:*** 014 236 070, cell. 381 14 64 076 62 72 ***E-mail address:*** alisa.cavlina4@gmail.com  
  
***Education:*** I hold Bachelor/Master’s Degree on Faculty of Philology, University of Belgrade,  
 Department of Slavic Studies, Russian Language and Literature Group, Translation Course.  
 Graduated in 1991. During the studies for two years I attended facultative English lessons at the Faculty of Philology.  
 I professionally use computer (MS Office, Internet, Corel, Adobe.)  
 I have clean Driving license B category.  
  
***Work experience:***  
 2014. – 2018.  
 Honorary translation work.  
  
 2014.  
 Primary school "Dimitrije Tucović"  
 Jabučje  
 Russian language and civic education teacher.

2008.  
 The first primary school, Valjevo  
 English language teacher.

2006.  
 Technical school, Valjevo  
 Russian language teacher

2004.- 2005.  
 "Energokontakt projektovanje" d.o.o., Belgrade  
 Translator - Russian and English.

2003.-2004. "ABS Construction", Belgrade Business secretary, translator, assistant of financial director in making financial plans.

2001.  
 OSCE  
 Translator and interpreter.  
  
 1998. – 2000.  
 "Transimpex", Belgrade  
 Translator - inokorespodent, commercialist, sales manager.  
  
 1996. – 1997.  
 "Transcommerce", Belgrade  
 Business secretary, translator - inocorespondent,  
 salesman, sales manager.  
  
 1994. – 1995.

"Draft"  
 English teacher in a private basketball and English school.

1993.  
 Valjevo Gimnasium, Valjevo  
 Russian language teacher.  
  
 1992 - 1994  
 Primary school "Miloš Marković" near Valjevo  
 Russian language teacher.

In addition, I have translated (approximately nine years after) for large number of organizations and private individuals different types texts into Russian and English, among other:  
Metropolitanate of Montenegro and Coastal lands - Serbian Orthodox Church - monographs from history - history of art.  
Among this, I took part in these projects of  
world character.

Project Rastko - Global Cultural Network

Editor and official translator for elaborates and correspondence.  
  
Gutenberg & Project Rastko "Global Translation Project". Advisor and official translator.

***Foreign languages:*** Russian  
                                          English  
 Polish Italian  
 German

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