

Aleksandar Radoicic

MA in Philology (English language)

Date of birth: February 22, 1992

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Professional Interests & Activities (Objective):

Teaching; Scientific, Professional and Official Translation; Translation of scientific books and papers; Translating product descriptions; Projects; Marketing

Personal Traits: ambitious, perfectionist, workaholic, communicative, responsible, dedicated, flexible, creative, self-critical

WORK EXPERIENCE

August 2015 – November 2015

Bilingual Administrative Assistant/Translator/Interpreter & Operator - *LEONI Wiring Systems Romania S.R.L.*, Bistrita

Responsibilities: Conducted technical & general interpreting for staffs, engineers, managers, including executives at meetings as well as at manufacturing location; Assisted administrative/ clerical duties (filing, documentation); Other duties as assigned

January 2015 – present

Blog writing & Article paraphrasing

Freelance Writer/ Rewriter Job

June 2014 – September 2014

Customer Service; Agent – *InCall International* (Costa Rica)

Responsibilities: Interaction with a company's customers to provide them with information to address inquiries regarding products and services; Resolving and handling any customer complaints and problems

January 2014 – June 2014

Teacher's Aide (Teaching Assistant) – *Faculty of Business and Law Dr Lazar Vrkatic*, Novi Sad, Serbia – **ELT Methodology**

Responsibilities: Teaching English language; Education assistant; Assisted a teacher with instructional responsibilities

September 2012 – June 2013

Teaching Assistant – High School Gimnazija Prokuplje, Serbia

Responsibilities: Mentoring and Teaching Practicum; Teaching English language; Education assistant; Assisted a teacher with instructional responsibilities

January 2012 – present

Freelance Translator (Novi Sad, Beograd, Nis – Serbia)

Responsibilities: Translating scientific and official texts in the field of psychology, marketing, human resources, economics, law, medicine; for individual clients and organizations

EDUCATION

2015 – present	Degree: MA in Philology (English Language and Linguistics) University: University of Nis, <i>Faculty of Philosophy</i> , Nis, Serbia
2014 – 2015	Degree: MA in Philology (English language) University: <i>Faculty of Business and Law</i> , Novi Sad, Serbia Average mark: 10.00/ 10.00
2011 – 2014	Degree: BA in Philology (English language) University: <i>Faculty of Business and Law</i> , Novi Sad, Serbia Average mark: 9.82/ 10.00
2007 – 2011	High School <i>Gimnazija Prokuplje</i> , Serbia; Philology; Average mark: 5.00/ 5.00

AWARDS AND ACHIEVEMENTS

2014	Appreciation for the best student in class of 2011 at the Department of English language, <i>Faculty of Business and Law Dr Lazar Vrkatic</i> , Novi Sad, Serbia
2013 – 2015	President of the Students Parliament, <i>Faculty of Business and Law Dr Lazar Vrkatic</i> , Novi Sad, Serbia
2011 – 2014	Recipient of the <i>Prof. Dr Lazar Vrkatic</i> Scholarship, <i>Faculty of Business and Law Dr Lazar Vrkatic</i> , Novi Sad, Serbia; Appreciation for high-achieving potential (USEE)

LANGUAGE PROFICIENCY

English	Advanced	(writing, reading, speaking)
French	Upper-Intermediate	(writing, reading, speaking)
Italian	Intermediate (writing), Upper-Intermediate (reading), Elementary (speaking)	
German	Intermediate (writing), Upper-Intermediate (reading), Elementary (speaking)	

COMPUTER SKILLS

MS Office (Excel, Word, Power Point), Open Office – advanced
Internet – advanced

Good with the computer, using almost all MS Office Applications
Love to work with technical equipment

OTHER

Attended academic workshops in seminars, vocational training and projects

March 17, 2014 – March 20, 2014

Certificate of participation in the three-day seminar on
Psychoanalysis of...
Training group analyst and psychoanalyst Slavica Perovic

June 15, 2014 – June 22, 2014

Online communication skills course/ Customer Service
Judy McKee – *SOFT Communication Skills Course*

PERSONAL SKILLS

Presentation skills

Communication skills

Professional responsibility

Excellent organizational skills

Ready for further training and learning

Ready to work under pressure and overtime

Very persistent and resourceful in new situations

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