**CURRICULUM VITAE**

1. FIRST NAME: Aleksandra

2. FAMILY NAME: Reljin

3. DATE OF BIRTH: 2 – March – 1974

4. NATIONALITY: Serbian

5. CIVIL STATUS: Married

6. EDUCATION:

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|  **INSTITUTION** | Grammar School, “Gimnazija”, Senta |
|  DATE | June, 1993 |
|  **DEGREE OBTAINED** | Assistant in Science and Programming |

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|  INSTITUTION | Faculty of Philosophy, Department of English, University of Novi Sad |
|  **DATE** | June, 2002 |
|  **DEGREE OBTAINED** | BA – Professor of English |

7. LANGUAGE SKILLS:

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|  **LANGUAGE** | **READING** |  **SPEAKING** |  **WRITING** |
|  Serbian | mother tongue | mother tongue | mother tongue |
|  English | excellent | excellent | excellent |
|  German | basic | basic | basic |
|  Hungarian | passive | passive | passive |

8. OTHER SKILLS:

* Translating/ Interpreting skills
* Teaching skills
* Presentation skills
* PC user skills (Microsoft Office, Microsoft Excel and Internet Explorer)
* Driver’s license ( obtained September 1998 )
* Touch typing skills (60-70 WPM)

9. PRESENT POSITION: Employed

10. SPECIFIC COUNTRIES EXPERIENCE:

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| **COUNTRY** | **DATE** | **PURPOSE** |
| Netherlands | December 2002 | As a consecutive translator |

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| **COUNTRY** | **DATE** | **PURPOSE** |
| Switzerland | October 2004 | As a consecutive translator |

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| **COUNTRY** | **DATE** | **PURPOSE** |
| Hungary | June 2006 | As a consecutive translator |

11. PROFESSIONAL EXPERIENCE RECORD:

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|  DATE | October 1996 -2001 |
|  LOCATION | Novi Sad |
|  **EMPLOYER** | “Pen” Private School for English Language, Novi Sad |
|  **CONTACT** | Phone:+381 21 456 475 e-mail: mosa@eunet.yu  |
|  **POSITION** | English Teacher and Assistant – mostly honorary job, regularly employed from 6/04/2000 till 30/04/2001 |
|  **DESCRIPTION** | Teaching kindergarten children. Running courses for primary and secondary school children, as well as adults. Preparing students for the PET and FC exams. Preparing and organising performances. Training new teachers. Taking part in making the curriculum and choosing the materials. |

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|  **DATE** | October 1999 - 2010 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | “Školska knjiga” Publishing and Printing Company, Novi Sad |
|  **CONTACT** | Phone: +381 21 413 450 e-mail:skolkhji@Eunet.yu |
|  **POSITION** | Translator – mostly honorary; regular employment from 1/08/2003 till 10/03/2005 |
|  **DESCRIPTION** | Translating documents, letters and contracts. Consecutive translation during the meetings. Arranging articles and commercial material. Presentations. |

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|  **DATE** | April 2004 – March 2006 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | “Gramont” doo, Novi Sad |
|  **CONTACT** | Phone: +381 21 477 8160 e-mail: gramont@neobee.net |
|  **POSITION** | Translator – honorary job |
|  **DESCRIPTION** | Translating documents, letters and contracts.  |

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|  **DATE** | March and April 2005 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Novosadska banka (now Erste Bank), Novi Sad |
|  **CONTACT** | Phone: +381 21 527 733 |
|  **POSITION** | Contraction translator during the period of privatization |
|  **DESCRIPTION** | Translating letters, documents and other papers, consecutive translation during the workshops. |

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|  **DATE** | March 2005 – August 2006 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Monitor, Novi Sad |
|  **CONTACT** | Phone: +381 21 446 033 |
|  **POSITION** | Translator – permanent employment |
|  **DESCRIPTION** | Translating documentaries for Discovery Channel and National Geographic |

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|  **DATE** | November 2005 – December 2011 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Zmaj, Novi Sad |
|  **CONTACT** | Phone: +381 21 543 277 |
|  **POSITION** | Honorary translator |
|  **DESCRIPTION** | Translating encyclopedias about animals and nature, company documents. |

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|  **DATE** | September 2006 – March 2007 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Language Center “Spens”, Novi Sad |
|  **CONTACT** | Phone: +381 21 422 327 |
|  **POSITION** | Assistant Manager – permanent employment |
|  **DESCRIPTION** | Coordinating the teaching process in the Language School, contacting companies and clients, testing and selecting teachers and students, organizing groups, marketing… |

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|  **DATE** | April 2007 – July 2012 |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Opportunity banka a.d. Novi Sad |
|  **CONTACT** | Phone: +381 21 4893 100 |
|  **POSITION** | Office Assistant, Translator and Officer for Safety and Health at Work |
|  **DESCRIPTION** | Translating reports, decisions, procedures, enactments, e-mails, manuals and other needed documentation. Keeping records on Bank stamps/seals. Keeping evidence and taking care of the safety and health at work. Duties concerning administration, supplies, arrangements, bookings… |

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|  **DATE** | 2010 – till present |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Individuals and legal entities, and the Ministry of Interior |
|  **POSITION** | Official translator for English Language |
|  **DESCRIPTION** | Interpreting and translating, in writing and consecutive translations. Documentation for obtaining visa, contracts, court documentation, applications for seminars and trainings abroad and the like. |

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|  **DATE** | April 2011 – till present |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Law Office Milosavljević Aleksandar and Zoran Božić |
|  **POSITION** | Translator |
|  **DESCRIPTION** | Translating reports in connection with the insurance. Official translations of powers of attorney. |

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|  **DATE** | July 2009 – till present |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Translating Agency “Translations”; contact person: Lidija Nedeljković |
|  **POSITION** | Translator |
|  **DESCRIPTION** | Official translation of various documents. |

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|  **DATE** | July 2012 – till present |
|  **LOCATION** | Internet |
|  **EMPLOYER** | Lingua Vitae, Skokie, Illinoisinfo@lingua-vitae.com |
|  **POSITION** | Independent Contractor |
|  **DESCRIPTION** | Recording prompts in Serbian language |

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|  **DATE** | February 2013 – till present |
|  **LOCATION** | Novi Sad |
|  **EMPLOYER** | Supernova, Language School |
|  **POSITION** | Teacher and translator |
|  **DESCRIPTION** | Teaching junior, senior and adult students. Both individual and group classes. Translating various materials when needed. |

12. DEVELOPMENT:

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| 1. | Took the oath as an official interpreter in 2007 at the Higher Court in Novi Sad | Obtaining the title of an official interpreter for English Language |
| 2. | Passing special practical exam for officers responsible for safety and health at work in 2008 at the Ministry of Employment and Social Policy of the Republic of Serbia | Becoming the person responsible for safety and health at work |
| 3. | Participating the training/course in connection with operational risks in 2010 – European Bank for Reconstruction and Development | Certificate on successful participation in the course/training |

13. INTERESTS:

Reading books and magazines, walking, music, cooking, aromatherapy.

14. CONTACT:

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| ADDRESS | Bul. vojvode Stepe 32/b stan 10 |
| PLACE | Novi Sad |
| MOBILE PHONE | +381 63 520-430 |
| INTERNET ADDRESS | sandrareljin@yahoo.com |