Ana Babić

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| Personal Data  | Date and place of birth: July 1st, 1985, MakarskaAddress: Domovinske zahvalnosti 4, 21300 MakarskaPhone: +385 99 22 86 0 77E-mail: ana1babic@gmail.com |
| Work Experience  | January 2014 – Present – **Translector j.d.o.o.****Director*** Certified translations (English-Croatian)
* Courses of English and Croatian
* Text editing and proofreading
* Managing activities

January 2011 - Present - **Certified Court Interpreter for English** * Certified translations on demand of the Croatian court, police or private persons (some of the clients: Prvan d.o.o., Ziman d.o.o., etc.)
* Text editing on demand of companies and private persons

March 2010 - January 2011 **Fundus d.o.o.**Interpreter and Project Manager* Translating texts of diverse terminology from English to Croatian and vice versa – web site, legal documents, interviews, official correspondence, etc.
* Text editing of texts that need to be published on web site or sent to clients
* Managing purchase of real estate with foreign clients (obtaining documents, establishing companies, etc)

January 2009 - March 2010 **Coca – Cola HBC Hrvatska d.o.o.**Language Editor and Interpreter - honorary * Translating texts of diverse terminology from English to Croatian and vice versa – web site, legal documents, interviews, brochures, letters, official correspondence, etc.
* Editing texts in English and Croatian: internal magazines, web site, various documents

January 2006 – present **honorary - different companies** Language Editor and Interpreter**Croatian Canoe Federation** – honorary* Translating texts of sports thematic

**Projekt biro d.o.o**. – honorary * Translating technical and architectural texts

**Casino Grad d.d**. – honorary* Translating legal texts

03. 2008. – 12. 2008. **Fundus d.o.o. – Real estate agency,** MakarskaCo-director* Interpreting legal texts
* Updating web sites
* Maintaining the real estate data base
* Consulting in real estate
* Selling real estate
* Administration
* Marketing
* Market research

10. – 06. 2007. **Radio Dalmacija,** Split Trainee* Reading official the web site of Radio Dalmacija
* Working on field with journalists and reporters

Acquainting with the job of journalists (writing the news, sound processing, reading the news) |
| Education | January 2011 - **Certified Court Interpreter for English**2003. – 2010 **University of Split**,  **Faculty of Philosophy**, Department of Croatian, Department of English Double Major – English and Croatian, Masters Degree1999. – 2003. **Language** **Gymnasium Fra Andrija Kačić Miošić**, Makarska |
| **Computer Skills** | Microsoft Office (Word, Excel, PowerPoint), Internet |
| **Languages** | Croatian – native English – fluentGerman - beginner |
| Interests and activities | Psychology, swimming, art, free climbing |