

## PERSONAL INFORMATION

## Anja Košir

 Sp. Gameljne 4b, SI-1211 Ljubljana Šmartno (Slovenia)

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 [www.aprevodi.si](http://www.aprevodi.si)

 Skype anja.kosir

## JOB APPLIED FOR

## WORK EXPERIENCE

20 April 2012 – Present

**Translator**

A prevodi, Anja Košir s.p.  
Sp. Gameljne 4b, 1211 Ljubljana (Slovenia)  
[www.aprevodi.si](http://www.aprevodi.si)

- owner of the company;
- translations from Czech, English and Slovak language to Slovene language - mediation with translation of different language pairs.

**Business or sector** translations

01 January 2004 – Present

**prevajanje, pomoč pri organizaciji**

KD Perpetuum Jazzile  
Krekov trg 2 SI-1000 Ljubljana (Slovenia)  
[www.perpetuumjazzile.si](http://www.perpetuumjazzile.si)

- help with translations of FB posts, official email correspondences, official posts on web page;
- help with organization of events and help with organization with internal affairs (different administrative jobs);
- head of European online shop;
- help with communication in English language.

**Business or sector** Arts, entertainment and recreation

2012 – 2012

**simultaneous translation**

Private party

- simultaneous translation from Czech and Slovak to Slovene and vice versa.

2009 – 2010

**Translator**

Bisol d.d.  
Latova vas 59a 3312  
[www.bisol.si](http://www.bisol.si)

- translation of official correspondence (from and to Czech language);
- translations of users manuals (from and to Czech language);
- translations of project documentation (from and to Czech language).

**Business or sector** Professional, scientific and technical activities

**2004 – 2010 vodja pisarne, prevajalec**

Manutan d.o.o.  
Vodovodna ulica 101 SI-1000 Ljubljana (Slovenia)

- preparation of quotations;
- preparation of orders;
- preparation of invoices;
- editing of documents;- various office work;
- official correspondence in foreign languages (mainly Czech and English);
- head translator of main catalogue (from Czech to Slovene, around 2000 pages of catalogue);
- head translator of users manuals (from Czech to Slovene, around 300 pages per month) .

**Business or sector** catalogue sales

**January 2002 – November 2002 Administrative secretary**

Pfizer SARL Luxembourg (Ljubljana branch)  
Letališka cesta 3c 1000

- head of office
- other administrative work

**Business or sector** Pharmaceuticals

**2001 – 2001 Translator**

Ministry of the Interior  
Štefanova 2 1000

- Simultaneous translation in the event of an attack on a Czech citizen.

**Business or sector** Public administration and defence; compulsory social security

**EDUCATION AND TRAINING**

01 October 2006 – Present

VI. stopnja

Faculty of Arts in Ljubljana, Ljubljana (Slovenia)

- Czech Language and Literature
- Slovak Language and Literature

01 October 1998 – 30 September  
2006

Faculty of Veterinary Medicine, Ljubljana (Slovenia)

- Veterinary Medicine

01 September 1994 – 30 July  
1998

**high school graduate**

Gimnazija Ljubljana Šiška, Ljubljana (Slovenia)

General:

- English language, Mathematics, Slovene language and Literature, Physics, Biology, Chemistry, History, Geography, Computer science, History of Art, Philosophy, Psychology...

PERSONAL SKILLS

Mother tongue(s) Slovenian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Czech	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2
Slovak	C1	C1	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/quest_doc/CEFR.pdf)

Communication skills

- Good ability to express my self;
- Team spirit;
- Ability to adapt to different situations;
- Prudence;
- Rich vocabulary;
- I have gained experience in this field by working in different companies and by managing my own company.

Organisational / managerial skills

- Sense of organization;
- Sense of leading;
- Experience in logistics matters;
- I have gained experience in this field by working in different companies and by managing my own company.

Job-related skills

Computer skills

- I am good with computers (MS Office, Internet and others);
- Handle working with translation tools;
- My work is subjected to the use of your computer, so I do know a lot about it.