



Darko Kolega

Translator & project manager

Profile

CAREER PROFILE

I am a conscientious, self-motivated and enthusiastic individual, with proven success in delivering exceptional outcomes for my clients. I have demonstrated an ability to rapidly gain an understanding of my clients needs and deliver successful outcomes for their organization.

CORE COMPETENCIES

- Exceptional presentation and delivery skills
- Advanced written and verbal communication skills
- Tenacious and self-motivated, pays attention to detail and focused on completing tasks quickly and efficiently

TRANSLATION EXPERIENCE

As a freelance translator with over 20 years experience, I have a proven record to successfully completed translation projects from **English, German and French** into **Croatian, Bosnian, Serbian, Slovene and Macedonian**.

CAREER SYNOPSIS

Full-time In-house Freelancer (own EU-VAT registered company)

Project Coordinator & Translator/Proofreader/Recruiter

2009 - Current

Half-time Freelancer

Translator and Interpreting Services for various clients

1999 – 2009

TRANSLATION EXPERIENCE

I have built a wonderful reputation meeting my clients needs over the past 12 years. I have been active in translating documents, editing texts and proof-reading data and correspondence.

I have also used my technical skills in providing translation services in verbal capacities, through my employment in the Hotel, and when called upon in my day to day work.

I have a proven record of quickly understanding and translating operational procedure manuals, technical manuals, reports, advertisements, brochures and product descriptions.

I have worked on a number of varied projects which include translations services for Information Technology (IT), Medicine, Engineering, Construction, Banking, Tourism web-sites, Games, Movies, Nutrition, Music and Appliance manuals.

SERVICES PROVIDED

There is a huge number of clients I have provided my services towards, including some of greatest names in many industries. Personal yearly translation/review volume: 2/4 000 000 words. I'm also managing an international team / 50 translators from many countries around the globe.

Details

Zanatska 29, Kali, 23272, Croatia

0981796682

kolega.prijevodi@gmail.com

Date / Place of birth

October 17, 1977

Zadar, Croatia

Nationality

Croatian

Links

<https://www.proz.com/translator/1140332>

Hobbies

Music, guitar & mandoline, fishing...

PROFESSIONAL EXPERIENCE

Project Coordinator

Fosters lasting working relationships between clients and the organization. Responsible for delivering data translation services in a timely manner and building up a wonderful rapport with its clients which include multinational brands.

Key Achievements

- Successfully processed data into a range of languages
- Adhered to strict confidentiality guidelines
- Built up a successful and lasting relationship with many multinational clients
- Member of Croatian translation teams for Beko, Google, Nokia, HP, Epson, etc.

TECHNICAL BACKGROUND

I have an excellent working knowledge of the Microsoft Office Suite of products. I also regularly use TRADOS STUDIO 2017/2019/2021, Wordfast Pro, Adobe Acrobat Reader, Transit NXT, TermBase 2019, Passolo 2019, MemQ, Xbench and other CAT/QA tools.

Employment History

Translator and project manager (own translation EU-VAT registered company) at Kolega prijevodi d.o.o., Zadar, Croatia

2009 — Current

Front Office supervisor at Falkensteiner Hotels & Resorts

2004 — 2009

Education

College of Arts, Zadar

1999 — 2003