

OBJECTIVE

WORK

EXPERIENCE

Dragica Maletic



Belgrade, Pera Cetkovica 41/25 **E-mail:** dragicamaletic9@gmail.com

 Republic of Serbia **Phone:**+381654591759

**Skype**: dragica\_maletic

Seeking a position that provides a challenge while inspiring my creative side. Ideally a position involving teamwork, with possibilities to advance and further develop my professional and interpersonal skills.

ABC 360 October 2015 — Present

English Teacher

* Teaching Chinese students online, working with students of various age, level of knowledge of English and selected programs,from beginners to advanced learners
* Acquiring data about new students and teachers Submitting daily reports according to students' performance and feedback

Odbrana Media Center of The October 2014 — February 2016

Ministry of Defense

Translator - English

Governmental and public services



Translation of texts for websites of the Ministry of Defense, simultaneous and consecutive translating



Daily correspondence with foreign officials - arranging official visits from attaches of foreign embassies



Simultaneous and consecutive translation during international conferences and official visits



Ministry of Defense of the Republic March 2014 — October 2014

of Serbia

First Adviser to the Minister of Defense

Governmental and public services



Consulting



Managing schedules, escalations, process development



Report analysis



Conducting protocol procedures

Language School St Nicolas February 2012 — March 2014

English Teacher

* Teaching English to Serbian and foreign students of various background, age, and education
* Working with colleagues and school staff, corresponding with possible future students

Dragica Maletic

QUALIFICATIONS  Proficiency in MS Office with focus on Excel and Outlook

Native level of both written and spoken English



Consecutive and simultaneous translation certificate acquired



Advanced knowledge of Windows OS



Basic knowledge of iOS



INTERESTS

* Acquiring new knowledge
* Continuous Improvement
* Preserving my integrity
* Career development

EDUCATION Sabac Grammar School September 2004 — June 2008

Sabac Grammar School

* **Philology**
* Main language: English
* Second language: French

English language and literature October 2008 — June 2012

Faculty of Philology

• BA English teacher's degree, qualified and experienced in teaching and translation.

|  |  |
| --- | --- |
| English language and literature | October 2012 — March 2013 |
| Faculty of Philology |  |
| • MA of English language |  |
| Consecutive and Simultaneous Translation | September 2015 — February 2016 |
| Course |  |
| Multilingua |  |
| • Consecutive and simultaneous translator |  |

QUALITIES/SKILLS • Responsible

* Concise
* Highly developed analytic skills
* Highly developed escalation skills
* Able to coordinate efficient use of resources
* Great at taking initiative and encouraging teamwork atmosphere
* Always ready to improve or develop a new process
* Able to prioritize and and to complete all tasks given in optimal efficiency
* Very responsive to constructive criticism

Dragica Maletic 2