|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | slika.jpg | | | |
|  |
| Europass  Curriculum Vitae | |  | |  | |
|  | |  | | | |
| Personal information | |  | | | |
| First name(s) / Surname(s) | | Gabrijela Đebro Hodnik | | | |
| Address(es) | | Av. Marina Drzica 64  10000 Zagreb | | | |
| Telephone(s) | | +38515531750 | Mobile: | | +385959668753 |
| E-mail | | gabrijela@ziraha-services.com | | | |
| Nationality | | Croatian | | | |
| Date of birth | | 19. September 1979 | | | |
| Gender | | Female | | | |
|  | |  | | | |
| Work experience | |  | | | |
| Dates | | 2012 | | | |
| Occupation or position held | | Self-employed translator and Interpreter at Ziraha Usluge d.o.o. | | | |
| Main activities and responsibilities | | * Interpreting * Translating and reviewing translations * Mentoring and training of new employees * Company management | | | |
| Type of business or sector | | Translation Industry | | | |
|  | |  | | | |
| Dates | | 2005- 2012 | | | |
| Occupation or position held | | Translation Technology Specialist | | | |
| Main activities and responsibilities | | * Interpreting, translating and reviewing translations in language combination EN-CRO, EN-BS, EN-SR and vice-versa * Improvement of QA process * Mentoring and training of new employees | | | |
| Name and address of employer | | Ciklopea, Međimurska 21, 10000 Zagreb | | | |
| Type of business or sector | | Translation Industry | | | |
|  | |  | | | |
| Dates | | 2005- current | | | |
| Occupation or position held | | Part – time interpreter, translator and reviewer for EN-CRO, EN-BS, EN-SR | | | |
| Main activities and responsibilities | | Translation, proofreading, QA checks | | | |
| Names of employers | | SDL International, BigWord, Skrivanek, LionBridge, Google, KERN, Cleverbridge, Aspena | | | |
| Type of business or sector | | Translation Industry | | | |
|  | |  | | | |
| Dates | | 2008- 2009 | | | |
| Occupation or position held | | Chief Content Editor | | | |
| Main activities and responsibilities | | * Content writing and editing * Management of 30 content writers/translators * Development of business and communication strategies | | | |
| Names of employers | | Bombus, Gjure Deželića 81, 10000 Zagreb | | | |
| Type of business or sector | | Information Technology | | | |
|  | |  | | | |
| Dates | | 2001-2005 | | | |
| Occupation or position held | | Project and Communications Manager | | | |
| Main activities and responsibilities | | * Preparation and writing of project proposals and plans * Management of project and overseeing of project implementation along with technical director * Preparation of client specifications and participation in design of the software functions * Customer training * Writing and/or translating of documentation and press releases | | | |
| Names of employers | | .Orange Solutions, Banja Luka BiH | | | |
| Type of business or sector | | Information Technology | | | |
|  | |  | | | |
| Dates | | 2003-2005 | | | |
| Occupation or position held | | Consultant | | | |
| Main activities and responsibilities | | * Preparation, coordination and administration of projects:   + “IT Business Support Centre”- Project financed by the EU in the amount of €150.000   + “Promotion of the e-Government initiatives” - Project financed by the EU in the amount of €100.000.   + “Online legal aid“ - Project financed through the EU funds in an amount of €30.000. * Translation, interpretation and report writing for the respective projects * Handling press and media activities | | | |
| Names of employers | | .Exit Centre Consulting, Banja Luka BiH | | | |
|  | |  | | | |
| Education and training | |  | | | |
| Dates | | June, 2011 | | | |
| Title of qualification awarded | | Internal ISO Auditor for ISO 9001:2008 and EN 15038:2006 standard | | | |
| Principal subjects/occupational skills covered | | A specialist course for ISO standard in translation industry | | | |
| Name and type of organisation providing education and training | | Buereau Veritas | | | |
|  | |  | | | |
| Dates | | July, 2005 | | | |
| Title of qualification awarded | | Completed 3-week programme for young managers | | | |
| Name and type of organisation providing education and training | | International Executive and Development Centre (IEDC) Bled, Slovenia | | | |
|  | |  | | | |
| Dates | | 2005- | | | |
| Name and type of organisation providing education and training | | English language and literature  Faculty of Philology, Banja Luka | | | |
|  | |  | | | |
| Personal skills and competences | |  | | | |
|  | |  | | | |
| Mother tongue(s) | | Croatian, Bosnian | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | | | | |
| Other language(s) | Serbian, Bosnian English | | | | | | | | | | |
| Self-assessment |  | Understanding | | | | Speaking | | | | Writing | | |
| European level (\*) |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | | |
| English |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | |
| Serbian & Bosnian |  | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | |
|  |  | | | | | | | | | | |
| Social skills and competences | I am self-assured, active, communicative person striving to successfully perform and enjoy my job. I am calm and mild-tempered which helps me deal with stressful situation with ease. I am a devoted team player, but also a strong individual. I believe I am able to adapt myself to various working environments and successfully meet even the strictest deadlines. | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Organisational skills and competences | Thanks to various training courses like the aforementioned Young Managers Programme (and several similar seminars organised) I learned to think methodologically and analytically which helps me to foresee and adequately respond to possible problems. People mostly regard me as a good problem-solver. | | | | | | | | | | |
|  |  | | | | | | | | | | |
| Computer skills and competences |  | | | | | | | | | | |
|  | CAT TOOLS - Advanced skills  Across, Trados 2007, Trados Studio 2009, SDLX, Passolo, Alchemy Catalyst, Translation Workspace (ex Logoport), and supporting tools like MultiTerm, XBench, ErrorSpy  CAT TOOLS – Basic skills  MemoQ, Transit, DejaVu, Multilizer  OTHER SOFTWARE - Advanced skills  MSOFFICE 2003/2007/2011 ( WORD, EXCEL, POWERPOINT, PUBLISHER,  INFOPATH), MSPROJECT, MSVISIO, COREL DRAW, ADOBEACROBAT,  OTHER SOFTWARE - Basic skills  ADOBE PHOTOSHOP, INDESIGN, QUARK XPRESS, HTML Programming | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | | | | | | | | | | |