



Ivana Lekikj

Date of birth: 30/07/1988 |

Nationality: Macedonian/citizen of the Republic of North Macedonia | **Gender** Female |

(+389) 076467603 | lekikivana@gmail.com |

72/3, Franklin Ruzvelt, 1000, Skopje, North Macedonia

About me: I am a graduated translator and interpreter from English and French into Macedonian and vice versa. I hold master's degree in conference interpreting. I also have thorough knowledge of Serbian and basic knowledge of German, Italian and Spanish. Apart from having mainly worked in this field, the jobs have usually asked more than just linguistic capabilities. I am very communicative, work very well under pressure, highly responsible and always eager to give my best.

● WORK EXPERIENCE

03/03/2020 – CURRENT – Skopje

INTERPRETER/TRANSLATOR IN A TWINNING PROJECT – EUROPEAN UNION

- translating materials
- interpreting at conferences on different topics (IT, statistics, custom policies, tax policies, finances)
- working remotely (organizing and interpreting at conferences that have been held online via Skype or any other remote-working conference platform)
- assist the Resident Twinning Advisor
- perform administrative tasks

11/02/2021 – CURRENT – Skopje, North Macedonia

TRANSLATOR – ACADEMY C.E.S

- translation of the Acquis of the European Union from English into Macedonian
- translating all EU regulations, directives, laws, acts, etc. on all possible matters regulated in them
- linguistic revision, proofreading and editing

16/08/2019 – 10/02/2020

LANGUAGE AND CULTURE FACILITATOR – PEACE CORPS NORTH MACEDONIA

- teaching Macedonian language
- preparation of classes
- preparation of cultural development and awareness sessions
- assessing the students
- working remotely, teaching US volunteers Macedonian language
- working with people of different age groups and with different backgrounds
- working in a multinational environment
- providing one-on-one tutorials and coaching sessions

Skopje, North Macedonia

12/12/2016 – 31/08/2019 – Skopje

FOREIGN LANGUAGE CORRESPONDENT/ INTERPRETER/ TRANSLATOR – INTENTIONAL DEPARTMENT IN THE ECONOMIC CHAMBER OF MACEDONIA

- translation of official documents from English to Macedonian and vice versa: permits for companies, certificates of origin, correspondence, contracts, agreements, memorandum, charters etc.
- translation of the daily economic news in the field of agriculture, economy, banking, fiscal policy, economic trends, customs, legal regulations, industry, all industrial sectors, tourism, environment, construction etc.
- simultaneous interpreting from English to Macedonian and vice versa at events in the field of concessions, ports, customs, employment, business regulations, environment, construction
- consecutive interpreting from English to Macedonian and vice versa at individual meetings and round tables with representatives of companies, resident twinning advisers, ambassadors, state and business delegations
- consecutive interpreting from English into Macedonian at press-conferences with state representatives, representatives of the Economic Chamber of Commerce, ambassadors and representatives of companies
- analyzing foreign relations with different countries in general and from different aspects: economy, politics, trade, law, international agreements, disputes, etc.

- organizing and attending events with foreign representatives

Skopje

15/09/2013 – 15/09/2015

JUNIOR TEACHING ASSISTANT – FACULTY OF LAW "IUSTINIANUS PRIMUS"

- teaching legal English, English for political studies and English for journalists
- preparing and organizing classes
- preparing and organizing exams
- grading students
- providing one-on-one tutorials and coaching sessions
- working in multiethnic environment

Skopje

22/11/2011 – 03/07/2019

FREELANCE INTERPRETER

-simultaneous and consecutive interpreting, chuchotage, media interpreting at conferences, training, workshops, etc.

Hired by:

CNV Internationaal, Macedonian National Broadcasting Service, Logos Plus, Secretariat for European Affairs of Macedonia Letreglobal Macedonian Young Lawyers Association, etc.

Fields of interpreting:

- fundamental rights, human rights and handling migrants
- gender equality
- TV shows
- management in the health care system
- internal affairs and justice, administration reform
- waste management and environmental assessment
- Stabilization and Association Agreement
- asphalt plants and heavy equipment
- information, information society and social policy
- fiscal policy, informal economy and corruption
- occupational health and safety
- anesthesiology

Skopje, North Macedonia

23/02/2016 – 09/12/2016

TRANSLATOR/INTERPRETER – ARS STUDIO

- translation books in the field of medicine, soil sciences and US politics and government, psychology, history, art
- simultaneous interpretation from English into Macedonian and vice versa on various topics discussed in the Assembly of the Republic of Macedonia

TRANSLATED BOOKS

- Les Trésors monétaires byzantins des Balkans et d'Asie Mineure : (491-713) / par Cécile Morrisson, Vladislav Popović et Vujadin Ivanišević (translated from French into Macedonian)
- Handbook of Motivation Science / edited by James Y. Shah and Wendi L. Gardner (translated from English into Macedonian)
- Alexander : a history of the origin and growth of the art of war from the earliest times to the battle of Ipsus, B.C. 301, with a detailed account of the campaigns of the Great Macedonian / by Theodore Ayrault Dodge (translated from English into Macedonian)
- Les deux sources de la morale et de la religion / Henri Bergson (translated from French into Macedonian)
- Le Monde Byzantin. T. 1, L'Empire romain d'Orient : 330-641 / sous la direction de Cécile Morrisson (translated from French into Macedonian)

Skopje, North Macedonia

26/09/2009

FREELANCE TRANSLATOR

- translating from English into Macedonian and vice versa and from French into Macedonian and vice-versa

Hired by:

- Banana film, Faculty of Dentistry of Skopje, Logos Plus, ENVIROPLAN, NAMIKO, USAID, Government of the Republic of Macedonia,

Translation areas:

- translation of a book on Dental implants from English into Macedonian comprising chapters on anatomy, pathology, treatment, etc.
- translation of synopsis of Milcho Manchevski's movie
- translation of extracts from books about economics
- translation of curricula
- translating project documentation
- translating books in the field of economy, psychology, medicine, politics, history, soil, environment, anatomy, etc.
- Translated books:
- Titian : his life by Sheila Hale (translated from English into Macedonian)
- Dental implant complications : etiology, prevention and treatment (translated from English into Macedonian)

North Macedonia

20/05/2010 – 10/07/2016

PART-TIME INTERPRETER AND TRANSLATOR IN A TRADE UNION – UNION OF INDEPENDENT AUTONOMOUS TRADE UNIONS OF MACEDONIA

- interpreting from English and French into Macedonian and vice versa
- translating documents and e-mails on different topics
- responsible for international communication
- simultaneous and consecutive interpretation from English into Macedonian and vice versa and from English to French on the following topics: flexicurity, European employment law and ILO conventions, social dialogue, labour market, trade union organizations, decent work, work-life balance, social reforms, women rights,

Skopje

10/11/2009 – 10/11/2013

FRENCH TEACHER – NATURAL PERSONS

- giving private French lessons for students in elementary and secondary school

● EDUCATION AND TRAINING

19/05/2015 – 21/05/2015 – Sarajevo, Bosnia and Herzegovina

CERTIFICATE IN WOMAN LEADERSHIP – International trade union confederation

- communication skills
- women's challenges and how to deal with them
- traits of a woman who is a leader
- how to become a leader and maintain the leadership position

15/10/2011 – 03/11/2014

CERTIFICATE FOR COMPLETION OF MASTER'S STUDIES IN CONFERENCE INTERPRETING (ENGLISH AND FRENCH) – Ss. "Cyril and Methodius" University, Faculty of Philology "Blazhe Koneski" Skopje, department of t

- Simultaneous interpretation from Macedonian into English and vice versa
- Simultaneous interpretation from French into Macedonian
- Consecutive interpretation from Macedonian into English and vice versa
- Consecutive interpretation from French into Macedonian

01/10/2007 – 04/07/2011 – Skopje

DIPLOMA FOR GRADUATED PROFESSIONAL INTERPRETER FROM ENGLISH AND FRENCH INTO MACEDONIAN AND VICE VERSA – Ss. "Cyril and Methodius" University, Faculty of Philology "Blazhe Koneski" Skopje, Department of t

General

- Cultural studies: U.S., United Kingdom and France
- English language
- French language
- Macedonian language
- Terminology: medicine, law, economy, politics
- Comparative analysis

Occupational:

- Simultaneous interpretation from English into Macedonian and vice versa
- Simultaneous interpretation from French into Macedonian
- Consecutive interpretation from English into Macedonian and vice versa
- Consecutive interpretation from French into Macedonian
- Liaison interpreting

01/09/2003 – 10/06/2007 – Skopje

HIGH SCHOOL DIPLOMA/ BACCALAUREATE DIPLOMA FROM THE REPUBLIC OF FRANCE – "Orce Nikolov" High School

01/06/2007 – 10/06/2007 – Skopje

IT CERTIFICATE FOR ATTENDANCE AND SUCCESSFUL COMPLETION OF IT TRAINING – ALOGIRTAM CENTAR

- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Internet

● LANGUAGE SKILLS

Mother tongue(s): MACEDONIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
FRENCH	C1	C1	B1	B1	C1
SERBIAN	C1	C1	B2	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● ORGANISATIONAL SKILLS

Organisational skills

- good team-leading and leadership skills acquired in high school when was chosen president of the whole class (being responsible for communication between the class and the school headmaster)
- exceptional organizational skills gained as international communication officer and as junior teacher being responsible for organizing classes and exams for about 600 students
- hard-working
- problem-solving attitude
- great performance under pressure, experience gained by being forced to work under strict deadlines on several occasions, particularly when translation is concerned

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

- highly communicative and open
- team player
- excellent contact skills acquired at different national and international events
- good listener

● **OTHER SKILLS**

Other skills

- first aid: certified in providing first aid as part of the process of acquiring driving licence

● **SCHOLARSHIP**

Scholarship

Scholarship awarded by the Directorate- General for Interpretation within the European Union

Scholarship

Scholarship awarded by the Ministry of Education and Science of the Republic of Macedonia in the period from 2008 until 2011