**Personal data**

**First name / Surname:** Katja Bolcic

**Date of birth:** 19/05/1987

**Nationality:** Slovenian

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**Professional experience**

**15/05/2015 → 15/05/2016**

Name and address of employer: **PCO – Poklicni center Obala;** *Cesta Zore Perello Godina 3, 6000 Koper-Capodistria, Slovenia*

Occupation or position held**: Administrative assistant/Translator**

Main activities and responsibilities**:**

* **development of project proposals for EU and national calls for application (Erasmus + Strategic Partnerships, Erasmus for Young entrepreneurs)**
* **contributing to a smooth cooperation with national foreign partners (writing business correspondence in Slovenian, English and Italian)**
* **translation and proofreading (in Slovenian, English and Italian)**
* **administrative duties: writing business correspondence, creating and managing mailing lists, issuing invoices, data entry, booking appointments, assisting clients etc.**
* **promotion on social media, copywriting**

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| **01/09/2014 →31/5/2015**Name and address of employer: **Council of the European Union**, General Secretariat, Slovenian language unit, *Rue de la Loi 175, 1000, Brussels, Belgium*Occupation or position held: **Trainee (Translator), five-month paid traineeship**Main activities and responsibilities:* **translation of meeting agendas, delegation statements and other texts**
* **use of IT and CAT (Computer-assisted translation) tools**
* **study visits to European institutions**

**01/04/2014 – 30/06/2014**Name and address of employer: **University of Primorska,** *Titov trg 4, 6000 Koper-Capodistria, Slovenia*Occupation or position held: **Trainee (Translator), paid traineeship**Main activities and responsibilities: * **translation and proofreading of legal and other texts:**

**- regulations,** **- strategic plans,** **- reports, etc.** |
| **Education** |

**10/2010 – 10/2013**

**MA in *Translation* (Slovenian – English – Italian),** *University of Ljubljana, Faculty of Arts, Department of Translation, Ljubljana (Slovenia)*, among the top 5% of students of the study programme Translation in the academic year 2011/12

**10/2006 – 06/2010**

**BA in *Interlingual Communication* (Slovenian – English – Italian),** *University of Ljubljana, Faculty of Arts, Department of Translation, Ljubljana (Slovenia)*

**Languages**

Mother tongue: **Slovenian**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Listening** | **Reading** | **Spoken interaction** | **Spoken production** | **Writing** |
| **English** | Proficient user C2 | Proficient user C2 | Proficient user C2 | Proficient user C2 | Proficient user C2 |
| **Italian**  | Proficient user C2 | Proficient user C2 | Proficient user C2 | Proficient user C2 | Proficient user C2 |
| **Spanish** | Independent user B2 | Independent user B2 | Independent user B1 | Independent user B1 | Basic user A2 |

**Social skills and competences**

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| * ability to work independently as well as in a team
* problem-solving attitude
* ability to establish good relations with people of different national and cultural background
 |
| **Organisational skills and competences*** good organisational skills
* ability to meet tight deadlines
* reliability
* time-efficient and systematic working methodology
* high level of adaptability
 |
| **Computer skills and competences**MS Office (Word, Powerpoint, Outlook, Excel), SDL Trados Studio |

**Bibliography**

2009: Article ***Translation of American Political Terminology*** in a collection of scientific papers by students of Interlingual Communication at the Faculty of Arts of the University of Ljubljana

**Additional information**

* 2014: Former member of the **first Slovenian cooperative of translators** **Soglasnik** – cooperated in the development of the marketing strategy, copywriting and translation of the website and promotional material