

Livija ROJC ŠTREMFEJ

Personal Data

- Year of Birth: 1977
- Place of Birth: Ljubljana

Formal education

2002 – 2007	Faculty of Social Sciences	Ljubljana
Master of Science in Management of non-profit organisations		
1996 – 2002	Faculty of Arts	Ljubljana
Teacher of English and Spanish Language and Literature		
1992 – 1996	'Poljane' Secondary school	Ljubljana
General upper secondary school graduate		

Jobs

From February 2007 on Agency LARS *Cerčno*

Director of the agency

Agency specialised in translation, proof-reading, fundraising, young talents search and adults education, working for several international clients

From December 2007 till August 2013

Project manager of the Red noses clowndoctors, Slovenia

Fundraising, PR and managing of the project, translating and adapting the guidelines, websites, mission statements, contracts of the organisation Red Noses International organisation to Slovene

Since 2002 - Company Hartz & Partner *Budapest, Hungary*

Free lance Translator

Translating from English and Spanish to Slovene and vice versa

Since 2005 Institute for Science and Research *Ljubljana*

Free lance Translator

Translating from English and Spanish to Slovene and vice versa

2005 - 2006 Elementary School L.A. *Ljubljana* *Grosuplje*

Teacher of English, Spanish and Drama

2004 – 2005 Ana Monro Theatre Association *Ljubljana*

Fundraiser

Raising funds for this cultural association

the festival and other activities of the Association

Translating from English and Spanish to Slovene and vice versa

- project leader of School of Street Theatre and Masina

2003 Newspaper Idrijske Novice *Idrija*

Journalist

Journalist in the field of cultural activities in Cerčno

2003 Institution 'Music theatre of Alenka Vidrih' Ljubljana

Programme Assistant

Organisation, Coordination
Administrative work and other services
Project work

2002-2003 Educational Institution 'Cene Štupar' Ljubljana

Teacher of Spanish and English Language

Teaching several groups of adult learners

2001 - 2003 International organisation for migration Ljubljana

IOM claims registration clerk

Programmes GFLCP and HVAP
Quality check
Official translator from English and Spanish and vice versa

2000 – 2002 Youth Centre C.M.A.K. Cerkno

Teacher of Spanish and English, Manager of the Educational Unit

Teaching adults and managing the unit of the Youth Centre

1999 – 2002 Faculty of Arts

Assistant at the Spanish Language department

Librarian in the department library

2000 VIDEOART d.o.o. Ljubljana

Subtitler

Translating and subtitling films and TV series (From English to Slovene)

1997 - 2000 Student dorm Vič Ljubljana

Teacher of English – group lessons for students residing in the dorm

Teaching English to the students of several secondary schools

1999 - 2001 Language school MITRA d.o.o. Ljubljana

Teacher of English and Spanish

Teaching children in the elementary school
Teaching adults

1996 - 1997 Kindergarten Cerkno

Teacher of English

Teaching children at preschool stage
Delegate of European Fundraising Association

Voluntary work

President of ZRNO – Association for development of NGO's

Board member of National humanitarian organisations forum of Slovenia

Vice president of the Association of Friends of Cerkno

Artistic director of Festival ALA

Interested in

Languages, people, management, theatre, music

Language skills

Write and speak – English, Spanish; Read – Italian, German, Serbian, Portuguese

Other skills

Driving licence, computer skills: Microsoft Office (Word, Excel, Power Point, Access)

Trados, Wordpress, AdWords, Joomla, SPSS, Adobe Photoshop, Facebook, Twitter, Google plus

Workshops taken

National Fundraiser's meeting 2012

International Fundraising Congress 2009 and 2012

Several lifelong learning courses taken (sustainable development, physical intelligence, dialectology symposium...)

Communication workshop, Vienna

Translation workshop for Spanish Language organised by Public Foundation for Cultural Activities

Translation workshop for English Language organised by Public Foundation for Cultural Activities

Public Relations workshop, Workshop: Accounting in Associations (twice)

Drama workshop, literary workshops,...