

Maja Tepic
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Bosnia and Herzegovina
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SUMMARY OF QUALIFICATIONS

Native Bosnian speaker, BA in English language and literature, certified (sworn) translator/interpreter for English

EXPERIENCE

Sworn translator/interpreter, 2003 to present:

Worked with various companies, authorities, nongovernmental organizations and small clients, on-call, translating legal and financial documents, contracts, projects, diplomas, certificates, financial reports, medical reports, etc.

Translator/interpreter at Rudnik mrkog uglja Kakanj (Kakanj Coal Mine), full-time, 2002 to present:

Responsible for translating financial, legal and technical documents and correspondence from English to Bosnian and vice-versa, as well as interpreting at meetings.

Remote interpreter – Tangiers International, Malta – since September 2021

Major Clients:

DEI – Directorate for European Integration – translation of the answers to the EU Questionnaire

Kakanj Cement – Heidelberg Cement Group – IT, financial and legal documents

Cantonal Prosecutor's Office, Sarajevo Canton – case files

Municipal Court in Kakanj – case files

Kakanj Municipality – contracts, presentations, strategies

Perutnina Ptuj BH – marketing and sales presentations

Moj San – Mattress Manufacturer – catalogues

Tangiers, Malta – video remote interpreting

FC Velež Mostar – document translation and video remote interpreting in connection to Court Arbitration for Sport (CAS) procedure

EDUCATION

Bachelor of English Language and Literature – four-year programme – 1998 - 2002

University of Sarajevo, Department of English Language and Literature

Sworn translator/interpreter for English, 2003

FBiH Ministry of Justice, Sarajevo

Postgraduate linguistic studies – currently involved

University of Sarajevo, Department of English Language and Literature

CAT TOOLS: SDL Trados Studio 2014