europass Curriculum vitae

PERSONAL INFORMATION

Mihael Leben

Mihovci 57/a, 2274 Velika Nedelja (Slovenia)

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WORK EXPERIENCE

2009–Present — Freelance Translator

Translation of various material (Automotive Industry, Construction, Engineering, Marketing, Telecommunications, e-Commerce, IT, User Guides, Software localization, Safety and Health at Work Modules, Tourism, Medicine, Journalism, Website localization, Music, etc.).

Specialized in technical translation (CNC-machines, gluing machines, SSP programs for automotive industry, robotics, industrial cleaners and sweepers).

Vendor for Amplexor, EasyTranslate, Eurotranslate, Translat and Transatlantic Translations Group.

2013–2014 — Translator and Editor

TAM Durabus, Maribor (Slovenia)

Editing and translating the documentation for VivAir Airport Buses (User Guides, Service Books, Warranty Statements).

24/03/2009–06/08/2016 — Assistant

Varia, Velika Nedelja (Slovenia)

Translation of legal and commercial texts, interpreter at meetings with international customers.
Management and interaction with customers.
Updating and maintenance of software and computers.
Assistance with online commerce (eTax).

EDUCATION AND TRAINING

2003–2008 — University Diploma (Interpreting and Translation - English and German)

University of Maribor, Faculty of Arts, Maribor (Slovenia)

Double major:

Translating and interpreting - English

Translating and interpreting - German

1999–2003 — High School Diploma

Gimnazija Ormož, Ormož (Slovenia)

PERSONAL SKILLS

Mother tongue(s) Slovenian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
	University diploma				
English	C2	C2	C2	C2	C2
	University diploma				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills

I am well organized with attention to detail, work well independently and under pressure, flexible, resourceful, acquire knowledge quickly and have the ability to adapt to various situations.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Proficient user of CAT- Tools (SDL Trados Studio 2015, SDL Trados Studio 2014, Trados 2007, memoQ 2015, Wordbee, Across, Memsource).

Proficient user of subtitling program Subtitle Workshop.

Proficient user of the Office software package (Word, Excel, PowerPoint).

Experience with the electronic tax system (eTax).

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