

CV

Name: Milos Magdic
Date of birth: 02.11.1974.
Address: Vojvodjanska 1/7
34000 Kragujevac
Serbia
Phone: +381 34 342-869
Mobile: +381 63 190-7474
E-mail: mmagdic@gmail.com
Skype ID: milos.magdic



Profile:

- Responsible, honest, dedicated worker.
- Very creative and eloquent.
- Excellent communication skills.
- Very good analyzing skills.
- Adjustable to any working environment, individually as well as a part of the team.
- Reliability and excellent capability to work under pressure and within deadlines.
- Fast learning, willing to improve and ready for further self-development.

Education:

- High school degree (Diploma of Kragujevac Gymnasium), 1989-1993, programmer.
- Some University degree (Physics and Engineering Faculties), 1993-...

Working experience:

- 2002-2009 Worked in a private IT company, Impuls d.o.o., as a PC technician, production manager, and executive. Responsibilities were mainly system administration, creation and implementation of network solutions (LAN and WAN), software and hardware maintenance. Also, was in charge of purchase and cost evaluation, and market research.
- 2010-2011, Working as commercial executive in SCGM d.o.o., an export-based company with a large scale production. In charge of documentation for customs purposes and clearances, issuing of invoices and other relevant matters related to sales and deliveries.
- 2011-2013 Head of Logistics department in SCGM d.o.o., tasks included the development and expansion of logistics network, creation of adjustable and efficient infrastructure for servicing different types of clients and partners.
- 2013-...Head of Planning and resources in SCGM d.o.o., responsible for organization in every stage of production, and for communication and coordination between production segments, as well as with suppliers and clients. Often performs various administrative tasks that circumstances require.

Special skills and knowledges

- Excellent knowledge and use of English language. Experienced as consultant and translator. Certified freelance translator for many agencies in Serbia and worldwide. Specialized for technical/business issues in translation and communication. Completed many survey studies under short-term contracts for leading global brands and companies. References include numerous voluminous projects in various fields of expertise.
- Outstanding IT skills (advanced knowledge of software and hardware, system and network administration). Very familiar with Windows environment, Linux to some extent.
- Solid engineering and physics knowledge.
- Certificates in fiscal cash register maintenance.
- Highly interested in data management and improvement. Experienced user of ERP systems (particularly Pantheon and SAP).
- Drives license (category B).

Translation reference list:

Recent relevant jobs include:

- translation job of 250.000 words, technical documentation for Traya automotive company (Euro Lang agency, Belgrade)
- ongoing translation jobs, approx. 15.000 words per week, different areas of expertise, mostly automotive industry. Recently involved in translation of tender documentation for Montenegro Railways (Jolie agency, Nis)
- medical documentation for University of medicine in Podgorica (100.000 words, script for publishing)
- occasional translation activities, approx. 10.000 words per month, for Faculty of engineering in Kragujevac
- ongoing translation job, subtitles and documentation for DVD production, approx. 360 minutes of material per month (Deluxe studios)
- proofreading job, operating manuals for process and hydraulic pumps and other machinery (JLE Services, Translators Desk)
- architectural documentation and reports, approx. 50.000 words (Trideval Architectural Design & 3D Visualization Studio)
- web courses, occasional projects, Knowledgeworks, India
- manuals for domestic appliances, occasional projects, Good Enterprise SZ Limited
- proofreading job, approx. 30.000 words (Swiss Solutions Translation Agency, Romania)
- translation job, construction plans for Serbia Roads Public Enterprise, approx. 100.000 words (Eurotranslate Agency, Belgrade)
- software for Android platforms, translation of approx. 15.000 words (Elitence

- agency, Belgrade)
- medical equipment for ventilation, manual of approx. 60.000 words (Jolie agency, Nis)
 - contract and service agreement between SITA and JAT Airways, telecommunications, approx. 50.000 words (Elitence agency, Belgrade)
 - pharmaceutical manuals for Sanquin reagents, approx. 30.000 words (Elitence agency, Belgrade)
 - ...

Over 15 years of experience.

Language pairs: English to Serbian and vice versa.

Worked as a freelancer or as a leader of a small group of freelancers (also translating professionals with significant experience), depending on demands.

Software used for translating: Microsoft Office, Open Office, Trados, Catalyst, Across, XLF and Heartsome Studio, Idiom, MemoQ...

All previous tasks (translation and proofreading) were completed and delivered timely, most with customer's feedback pointing out high quality of work.

