

Monika Kresic

Translator & Localisation Professional

English > Bosnian & Croatian

PERSONAL DETAILS

Monika Krešić

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LinkedIn:

ba.linkedin.com/pub/monika-kresic/67/48/615/

AREAS OF EXPERTISE

Translation:

Business/Commerce (general)

Finances & banking

Economics & marketing

Human resources

Government/politics/EU

Law (general & contracts)

Petroleum eng/sci

Also works in:

environment, ecology, agriculture,
accounting, biology, biochemistry,
cinema, film, TV, education, medical
(general & dentistry), social sciences,
tourism & travel;

Proofreading

Subtitling

Terminology

PERSONAL SKILLS

Detail orientated & professional

Highly organised with management
experience

Reliable & punctual

Creative & communicative

PERSONAL SUMMARY

A reliable & talented translator with a proven ability to translate written documents from a source language to a target language (more than 10.000.000 words so far). A detail-oriented professional who understands the nuances of the original, thoroughly researches the subject matter and adapts to client needs quickly. Highly skilled in effective & clear communication with extensive experience in working in an international environment & people from different professional backgrounds.

Always respectful of deadlines and creative in my solutions, I aim to deliver every translation to the highest possible standard at reasonable rates.

PROFESSIONAL EXPERIENCE

Energopetrol d.d. Sarajevo – INA/MOL Group (Petroleum Industry)

IN-HOUSE TRANSLATOR AND ORGANISATIONAL OFFICER

April, 2008 to January, 2013

- Translating corporate and organisational documents from and to English: business reports & plans, auditor's reports, financial statements, regulations, rulebooks, manuals, project documentation, sales/framework/accession/employment contracts, ITBs, laws, legal opinions & claims, business correspondence mainly in the field of petroleum industry (downstream), civil and mechanical engineering, transport and logistics, health, safety and environmental protection, corporate, environmental and labour law, marketing, finances, banking & human resources;
- Managing and coordinating translation tasks, reviewing and proofreading internal regulation, managing document harmonisation tasks;

City of Mostar – Department of Economic Affairs, Public Utilities and Inspection Services

LANGUAGE ASSISTANT - TRANSLATOR

February, 2008 to May, 2010

- Translating project documentation & materials for EU-funded Project ST.A.R.S (Structural Actions to Relate SMEs) mainly in the field of civil engineering, agriculture, transport, production and hospitality services, tourism, water management, etc.

REDAH – Regional Economic Development Agency

LANGUAGE ASSISTANT / WEB CONTENT MANAGER

October, 2006 to February, 2008

- Translating project documentation & materials, feasibility studies, presentations, contracts, budgets, project webpage content mainly in the field of finances, law, environmental protection, ecology, tourism, agriculture and small and medium-sized enterprises (Establishment of Regional Information Centre for SMEs)
- Uploading and updating project webpage content & structuring project data;

LANGUAGE & COMPUTER SKILLS

Languages:

Croatian and Bosnian native speaker

Expert fluency in English (written & spoken)

Limited working fluency in German (written & spoken)

Fair in the basics of Spanish, Italian & Latin

Computer skills:

Highly skilled in MS Office:

Windows OS, Word, Excel, PowerPoint, Outlook

Adobe Acrobat (Writer/Reader)

REFERENCES – Available on request

Independent Translator & Localisation Specialist

2006 to present

- Scientific articles and PhD and Master's thesis & dissertations in finances & economy, language studies and literature, marketing, medicine and biochemistry, agriculture, international law and religion;
- Contracts, Articles of Association, General Business Terms for private companies;
- EU project documentation for HNC Tourist Board, environmental organisations in B&H;
- “SMEs Policy Index 2007” – OECD & EC
- “Project Cycle Management Guidelines” - EC
- EU directives (food safety) for B&H Food Agency;
- Literary translation: “Christianity: A Very Short Introduction” – Linda Woodhead
- Brochures, promotional materials, web pages: oenology, wine routes, tourism and travel for private clients

Together more than 10,000,000 words so far.

EFL Teacher & Tutor – Elementary Schools in Mostar & Private Clients

2006 to present

- Conducting EFL classes;
- Providing private tutoring services catering to business professionals, students and young learners, from beginner to advanced levels;

ACADEMIC QUALIFICATIONS

BA – English Language & Literature

Faculty of Philosophy, Sarajevo 2000 – 2005

Secondary School – English, German & Latin orientation

Language Gymnasium, Mostar 1996-2000