


## PERSONAL INFORMATION

## Romina Smrdelj

 Liminjanska cesta 6, 6320 Portorož (Slovenia)

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Sex Female | Date of birth 24/5/1989 | Nationality Slovenian

## POSITION

## Translator

## WORK EXPERIENCE

2/2006–6/2006

**Machine operator**

Svetila DRM, d.o.o., Sežana (slovenija)

Production worker

11/2006–5/2007

**Administrative associate professional**

PGM inženiring d.o.o., Sežana (slovenija)

- trucks weighing
- Issuing loading papers
- records management
- data entry
- working with spreadsheets
- invoicing
- treasury management

2/2008–2/2009

**Receptionist**

Grand Casino Lipica, Lipica (Slovenia)

- work at the reception
- treasury management
- writing schedules for taxista
- accepting orders for taxi services
- telephone answering services and customer support

5/2010–9/2010

**Waiter**

Marko Slejko s.p., Sežana (slovenija)

- beverage serving
- event organization
- material supply management

3/2011–1/2012

**Waiter**

Jože Grošelj s.p., Sežana (Slovenia)

- beverage serving

- event organization
- material supply management
- administrative work

12/2012–8/2013

**Waiter**

Tjaša Rudolf s.p., Sežana (Slovenia)

- beverage serving
- event organization
- material supply management

9/2013–3/2014

**Computer programmer**

EASE d.o.o., Sežana (Slovenia)

- computer programming in .Net
- graphic design
- administrative work
- technical support

4/2014–Present

**Computer programmer**

OLVES d.o.o., Sežana (Slovenia)

- computer programming in .Net
- graphic design
- administrative work
- technical support
- Invoicing and managing accounts
- work with databases

3/6/2008–Present

**Translator**

Freelance Translator

- books translation
- user manuals translation
- websites translation
- computer software translation
- Android apps translation
- legal documents translation

PERSONAL SKILLS

Mother tongue(s)

Slovenian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Croatian	C2	C2	C2	C2	C1
Serbian	C2	C2	C2	C2	C1
Italian	B1	B1	B1	B1	A2

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

**Communication skills** I acquired excellent communication skills at each workplace, where I had constant contact with other people.

**Organisational / managerial skills**

- sensitivity to the needs and desires of others
- responsibility for actions and their consequences
- I have gained the ability to organize events and meetings working as a programmer

**Job-related skills**

- great English speaking and writing skills
- great Slovenian speaking and writing skills (native language)
- excellent knowledge of SDL Trados Studio 2015 and other CAT
- I always double-check my work before turning it in
- I always deliver my projects in given time (meeting deadlines)

**Digital competence**

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

**Digital competences - Self-assessment grid**

- excellent knowledge of MS Office
- good knowledge of SQL
- almost perfect knowledge of .Net programming language
- excellent knowledge of systems Windows System and Mac OSX
- great knowledge of programs such as Adobe Photoshop, Adobe Illustrator, Adobe Premiere and Adobe After Effects
- excellent knowledge of the Internet and its contents
- excellent skills in finding detailed information on the web
- excellent knowledge of CAT tools (SDL Trados Studio, memoQ, LogiTerm, Pro SmartCAT)