

PERSONAL INFORMATION

Sandra Plavsic



 Lukavac (Bosnia and Herzegovina)

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WORK EXPERIENCE

Sep 2011 – Present

Freelancing Translator and Subtitler

Self-employed

- Translation, proofreading and localization of documents and websites.
- Subtitling video files.

Feb 2009 – Aug 2011

Materials Control Specialist II

FLUOR (US Government), Bagram (Afghanistan)

- ASL lead;
- Receiving Department lead;
- Materials Stock control and replenishing stock for the Shank AO;
- Material tracking and maintaining in Matman and Maximo;
- Document Control;
- Creating Material Requisition Forms, forwarding for approval and procurement;
- Tracking and updating all files and referenced documents.

Jan 2005 – Feb 2009

Coordinator and Personal Assistant

Art Studio, Tuzla (Bosnia and Herzegovina)

- Taking care of all studio facilities, merchandise acquisition, sorting out and distribution;
- Performing administrative and secretarial duties, sorting files and documents;
- Handling all digital graphic design, etc.

Dec 2000 – Jan 2005

Translator / Interpreter

NATO (SFOR), Dobož (Bosnia and Herzegovina)

- Providing verbal and written translation from English to Bosnian and vice versa;
- Performing secretarial duties for the supervisor;
- Acting as a point of contact for local and international organizations;
- Maintaining subject and chronological files;
- Receiving and determining distribution of all incoming documents;
- Drafting correspondence as required by the supervisor.
- Preparing brief minutes at meetings.

Oct 2000 – Nov 2000

Translator / Interpreter

OSCE (Organization for Security and Co-operation in Europe), Dobož (Bosnia and Herzegovina)

- Translating meetings and documents;
- Acting as a point of contact for local and international organizations;
- Maintaining subject and chronological files;
- Receiving and determining distribution of all incoming documents;
- Preparing brief minutes at meetings.

May 2000 – Oct 2000

Computer Operator

TV Station 'Patria', Doboj (Bosnia and Herzegovina)

- Creating, editing and maintaining audio and video material on computer, graphic design;
- Creating charts in Excel and Word and other files as needed.
- Operating software systems such as Adobe Photoshop, Premiere, 3D Studio Max, Corel Draw, Microsoft Word, Microsoft Power Point;
- Monitoring day-to-day operation of the office, identifying any problems, taking action to overcome these through constructive changes in working practices, and making the best use of available resources.

Jan 1996 – Apr 2000

Translator / Interpreter

NATO (SFOR), Doboj (Bosnia and Herzegovina)

- Translating documents, press articles and correspondence from English to Bosnian (Serbo-Croatian) and vice versa;
- Performing administrative tasks as requested by the supervisor;
- Maintaining and updating all files and reference documents.

EDUCATION AND TRAINING

Sep 1989 – May 1992

Diploma of finished education for Assistant Translator

High School for Translators, Doboj (Bosnia and Herzegovina)

English Language and Translation.

PERSONAL SKILLS

Mother tongue(s) Bosnian, Serbian, Croatian

Other language(s) English

Job-related skills Exceptional administrative and organizational skills with keen attention to details;
Positive attitude and excellent interpersonal skills;
Problem Solving and Decision Making;
Strong work ethics;
Great sense of confidentiality;
Fast learner,

Computer skills Software:

Microsoft Office,
Adobe Acrobat Reader,
SDL Trados Studio 2014,
Fluency 2013,
Wordfast,
Aegisub,
Subtitle Edit,
Adobe Photo Shop,
Corel Draw
and more...