

## Sladjana Jakovac

Translator/Interpreter

Serbian/English/Spanish Tutor

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[www.pf-translations.com](http://www.pf-translations.com)

### Skills

Highly responsible and reliable • Highly motivated • Knowledge of MS Office • Driving license

### Languages

Serbian • English • Spanish • Slovenian • Croatian

### Profile

Professional translator and interpreter with 15 years of experience working for different EU projects, business clients, Government of Serbia and Slovenia and law offices.

Areas of specialization: law, judiciary, finance, environment, trade, customs, industrial policies and marketing.

Experienced foreign languages tutor. Fluent in English, Spanish and Slovenian (native Serbian), and other South Slavic languages (Bosnian, Croatian, Montenegrin).

Responsible, creative, self-motivated, dedicated and result oriented person who has always enjoyed acquiring new experiences.

Excellent organizational and time management skills.

### Employment history

Since April 2015      Translator/Interpreter at P&F Translations

- Consecutive and simultaneous interpretations and written translations (English, Spanish, Serbian, Slovenian), specializing in law, finance, environmental protection, business, customs procedures, industrial policies, marketing, GDPR
- Consecutive and simultaneous interpretations (trilingual: Serbian/English/Spanish) for EU Twinning project in Belgrade: Strengthening capacities of High Judicial Council and State Prosecutorial Council (with experts – judges, prosecutors, officials of High Judicial Council (Madrid, Athens) and Ministry of Justice, Greece)
- Consecutive and simultaneous interpretations (English/Serbian) on numerous conferences for GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) projects (customs administration, express consignments, AEOs, CEFTA trade facilitation, fruit and vegetable, industrial policies, EQUIP tool)
- Consecutive interpretation (Slovenian- English) for the delegation of National Assembly of Slovenia on the 141<sup>st</sup> Assembly of Inter-Parliamentary Union in Belgrade
- Simultaneous interpretation (Slovenian, English -Serbian) at Merkur's annual meeting in Celje
- Simultaneous interpretation for different clients in Slovenia – gas turbines and new technologies
- Simultaneous interpretation for UN project (English/Serbian) – Kosovo building trust forum

- Simultaneous interpretations and written translations for different IPA projects regarding environmental protection – for Ministry of Agriculture and environmental protection in Belgrade, Regional Environmental Center in cooperation with Austrian Environmental Protection Agency
- Consecutive and simultaneous interpretations for the delegation of Spanish entrepreneurs from Tarragona for the Republic of Serbia
- Simultaneous Interpretations in Belgrade Balance Forum – otology medical forum
- Written translations for different types of documents for numerous clients: IKEA, Ministry of agriculture and environmental protection, FIIAPP Madrid, GIZ, NLB Serbia, ROKAS International Law Firm, Telenor, Fraport, VIP Serbia, Imagine doo...

March 2005 – April 2015      Freelance translator

Freelance translations for different clients, such as Telenor Serbia, ABS Holdings Serbia, Solidity Real Estate, Delhaize Maxi Logistics Department Serbia, etc.

Since September 2005      English, Spanish and Serbian Tutor

Organizing and teaching individual and group classes of English, Spanish and Serbian for different levels and age groups.

### Education

- **UMASS Boston, English/Spanish online translation certification program** (2019/20)
- **European University, Faculty of European business and marketing,**  
Manager of European business and marketing – Master, graduated in May 2011
- **University of Belgrade, Faculty of Philology, Department of Spanish Language and Hispanic Literatures** (2000-2005), second major in English
- **PR Agency PRA, Belgrade, Specialized Public Relations studies,** Belgrade,  
PR crisis management, TV presenting, writing PR texts, communicating with media, protocols, organizing press conferences and events (2006)
- **University of Malaga, Summer Course of Spanish Language** (2004)

### Memberships

- Member of ATA
- Member of Slovene Association of Conference Interpreters