**Una DIMITRIJEVIC**

**unadtranslation.com**

**PROFESSIONAL TRANSLATION, TRANSCRIPTION AND PROOFREADING**

**Also available for sequential interpreting, editing and on-site document reviews**

**Source Languages: French, Italian, Serbo-Croat Target Language: English**

**PUBLISHED TRANSLATION**: Kuděla, J., Dimitrijević, B. and Vacík, I. (2007) *A Czech Who Built the European Sarajevo*. Embassy of the Czech Republic in Bosnia and Herzegovina, Sarajevo.

### EDUCATION

*2011* **Masters in Modern Languages, French and Italian, University of Cambridge**

*2008-2010* **Masters in European Affairs, IEP, Sciences Po Paris**

European and competition law, politics, finance and economics, business, culture and history

*2004-2008* **Bachelors in Modern Languages, French and Italian, University of Cambridge, Class I degree**

Translation (French and Italian as source and target languages), literature and language, linguistics

*2006-2007* **Exchange Student, Ecole Normale Supérieure, rue d’Ulm, Paris**

 **Classes at the department of Serbo-croat (language and history), Sorbonne, Paris IV**

**SKILLS**

**Languages** **Bilingual** in English and French (childhood in Scotland and Algeria, studies in England and France)

 **Fluent** in Serbo-Croat and Italian (Yugoslavian origin, language studies in Italy)

 **Intermediate** level in Spanish (four years of classroom studies)

**Computing** Operating systems: Windows, Macintosh and Linux,

 Programs/CAT Tools: Word, Excel, Powerpoint, TRADOS, Wordfast

Languages: basic knowledge of HTML programming

 Cambridge University Certificate in Humanities Computing for Languages (CHUCOL), 2006

### PROFESSIONAL EXPERIENCE

1. **Freelance Translator and Interpreter, Chicago, USA and Lyon, France (2012-2015)**

 Sequential interpreting (FR<>ENG) for refugees and asylum seekers in therapy, social and medical settings (Kovler Center, Heartland Alliance)

1.  Sequential interpreting and translation of legal documents for pro-bono asylum cases in major law firms, notably with Schiff & Hardin (Nelles Translations, NIJC)
2. Translation of studies related to European politics for French think-tanks, independent researchers and online publications in fields such as economics and social development (Institut de l’entreprise, CaféBabel)
3. **Project Manager, St Ouen, France (2010-2012)**
4.  Created action proposals and initiatives for socio-economic development in underprivileged areas
5.  **Translated and proof-read** European project proposals

**Assistant to the Director of French film festival, Paris, France (2010)**

Communication and organisation of a one-month film festival in Paris and Normandy

1.  **Translated, transcribed and proof-read** festival documents (catalogue, documentary film etc.)
2. **Internship at ‘Notre Europe’, think-tank founded by Jacques Delors, Paris, France (2009)**

Participated in the organisation of a high-level conference and cultural program in Belgrade

1.  **Interpreter for Serbian media** during interviews in Belgrade with EU representatives
2. **Proofreading of academic publications in the fields of architectural history, sustainable** **development and theoretical physics (2007-2014)**

### PERSONAL AND PROFESSIONAL DEVELOPMENT

**Recent conferences attended** : Kick-Starting Your Practice for Translators and Interpreters, (Chris Durban,

 2013);*Introduction to Computer-Aided Translation Tools,* (ATIDA, 2013); *Technical Translation: Finding the*

 *right terminology,* (PROZ, 2014); *T*he Art of Search Engine Optimisation, (Lingo24 Webinar, 2014)

**Recent certification:** *Post Editing Certification*, SDL Online Course (2015)

**Creation of language-themed blog :** www.talkturkeytome.wordpress.com

### Personal strengths : IT competent and fast learner of new tools and IT technology, trustworthy, flexible, strong

###  communication skills, perfect time-management, high standards