

Valerija Šulek

DATE OF BIRTH:
16/06/1990

CONTACT

Nationality: Slovenian

Gender: Female



Stara ulica 18
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WORK EXPERIENCE

2013 - 2015

Translator

Prevajalstvo, tolmačenje in zastopništvo, Marko Jureš, s.p

- Translating general, medical, technical, law, history documents.
- Fast and accurate translations.

<http://www.vasprevod.si/> | Babinci 28, 9240 Ljutomer, Ljutomer, Slovenia

2016 - Kranjčeva 22, 9220 Lendava (Slovenija), Slovenia

English courses in kindergarden

Preteks d.o.o.

Teaching English in kindergartens

- Teach children English in an easy and interesting way and inspire them to learn the language.
- Creating a textbook for the course.
- Preparation of various materials (worksheets, songs, picture books, games).

2017 - 2019 - Gibina 49, 9246 Razkrižje, Slovenia

Translator

Trstenjak d.o.o.

- Translation of declarations, business documents, contracts.
- Translating websites and offers and setting the prices with customers.
- Fast and accurate translations.

2020 - CURRENT - Stara ulica 18, Murska Sobota, Slovenia

Translator

Prevajanje in tolmačenje, Valerija Šulek s.p.

- Translating and interpreting.
- Transcribing videos in Slovenian and English language.
- Subtitling short videos.

EDUCATION AND TRAINING

2009 - 2013 - Maribor, Slovenia

University Graduate in History and Interlingual Studies - English

Faculty of Arts

EQF level 6

● Graduate

Gimnazija Murska Sobota (secondary school)

LANGUAGE SKILLS

MOTHER TONGUE(S): Slovenian

English

Listening
C2

Reading
C2

Spoken
production
C2

Spoken
interaction
C2

Writing
C2

German

Listening
C1

Reading
B1

Spoken
production
B1

Spoken
interaction
B2

Writing
B1

Spanish

Listening
B1

Reading
B1

Spoken
production
B1

Spoken
interaction
B1

Writing
A2

Croatian

Listening
B1

Reading
B1

Spoken
production
B1

Spoken
interaction
B1

Writing
B1

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Microsoft Office | Outlook | Social Media | Google Drive | Zoom | Power Point

ORGANISATIONAL SKILLS

● Organisational skills

- leadership (finding new clients who needed translations, I was responsible for three groups of children in the kindergarten)

- good organisational skills gained through my student work as a seller (responsible for increasing the sales, finding a replacements when on leave, assemble teams)

- good team-leading skills

COMMUNICATION AND INTERPERSONAL SKILLS

● **Communication and interpersonal skills**

I gained my communication skills through my student work (as a translator, as a seller, teacher of English course in the kindergarten, waitress). I mostly had jobs that required a communicative person dealing with customers and finding a satisfactory solutions for both parties. I also gained excellent contact skills with children through my experience as a teacher of English course in the kindergarten.

JOB-RELATED SKILLS

● **Job-related skills**

- approach skills
- resourcefulness
- accuracy
- quickness
- reliability