**Zdravka Asanin**

**Translator/Interpreter**

Krstac bb

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I am native Serbian, Montenegrin and Serbo-Croatian to English or v.v. translator. I am professor of Philosophy and English language. My specializations include general, law, technical, scientific and medical translations with 8 years’ experience.

I am multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language, who quick learn and can absorb new ideas and communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues, being flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

During my work experience in an international company, where I’d worked as Office Manager, Company Secretary and Head of Commercial Department 70% of my work scope relied on translations in both directions of above noted languages.

I would like to work as a translator for a successful and ambitious company or individual.

Services I offer:

- Translation: medical, general, technical, scientific, law;

- Proofreading,

- Transcreation, Transcription,

- Interpreting (simultaneous/synchronous; Consecutive).

With each project I undertake, I guarantee high quality work delivered on deadline.

I will be a good addition to your team and will greatly contribute to its productivity.

I'm a fast learner and can incorporate myself fairly well in various working environments, guarantee high quality

work delivered, within and under, the provided terms.

**WORK EXPERIENCE**

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**TRANSLATOR**

Freelance - Mojkovac, Montenegro - August 2013 to Present

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**Responsibilities**:

Working freelance providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Duties**:

* Researching legal and technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.
* Providing guidance and feedback and creating customer – specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising more junior translators' translations.
* Conducting face-to-face interpreting.
* Telephone interpreting.
* Supporting the translation team with other projects when necessary.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them into English.

**Accomplishments**:

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I've translated many texts consider:

1. Psychology, philosophy, sociology, theology, fiction, direction: (approx.150'000 words)
2. Business documents, such as your annual report, other financial reports, marketing texts, brochures, communications, newsletters, web content or presentation materials, general meetings, etc. (approx.250'000 words)
3. All types of contracts, decisions, Association of Articles, Systematization of Job posts, Minutes, operating reports, various Rulebooks, Marriage, divorce, birth certificates, Marriage agreements, Court settlements; Court findings: Supreme Court, Court of Appeals and District court, etc... (approx.250'000 words)
4. Books, manuals, Datasheets, bulletins, related to metallurgy, galvanization, surface protection, pyrotechnics, text related to military equipment (production processes, maintenance....) (approx.300'000 words)
5. Various texts and articles from medicine and biology, biochemistry, molecular biology, pharmacology, polymers, physics, chemistry, mathematics, engineering, technology, machine tools, certificates, electronics, automotive, nutrition, toxicology, , education… (approx.250'000 words)

**Skills Used:**

- Familiar with translation software tools.

- Excellent communication and social skills.

- Able to work to tight deadlines.

- Highly skilled in Word, Excel and Microsoft Outlook.

- Able to work under pressure.

- Able to priorities work.

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**Head of Sales and Marketing**

TARA AD - Mojkovac, Montenegro - May 2012 to April 2015

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**Responsibilities:**

* Processing Purchase/Sale's offers, inquiries and orders;
* Maintaining records of the sold/purchased product's lists (pricing rate records, record on quantities, inventory lists, etc.),
* Managing records: Invoice Tracker (income record) with expected/paid receivables,
* Payables Tracker due purchased goods, and projection on payment dynamics, and etc.
* Participating in process of Inspections due Goods Acceptance, preparing respective reports and Protocols.
* Processing documentation for import/export licenses, clearances, transport clearances, etc.
* Communication with buyers/suppliers, contracting activities
* Transportation & Logistics (AIR, LAND, SEA) - general cargo and DG Cargo
* Import and Export of the goods (Customs regulations - tax and duties)

**Accomplishments:**

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* Increased payables due from 30 days to 45 and 60 due to the suppliers and set the receivables due on T/T in advance; implementing the L/C payment terms.
* Increased sale rate, decreased expenses due incremental costs
* Established the forms reference to maintaining records of the sales with product lists, prices, quantity and Invoice Tracker (income projection), as well as tracker of payables due, etc. (bilingual EN-SR and v.v)

**Skills Used:**

Knowledge of:

* Sales/Purchase and contractual terms;
* Transportation Rules and Provision (ICAO-IATA, IMGD)
* Excel Spreadsheets
* Export and Import provisions
* Simultaneous, consecutive, writing translating (EN-SR & SR-EN)

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**Company Secretary**

TARA AD - Mojkovac, Montenegro - February 2011 to May 2012

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**Responsibilities:**

* Preparing the documentation for Board and General Assembly meetings (bilingual: Montenegrin and English)
* Assisting to business partners and potential customers in acquiring visa procedure through our embassies or consular departments;
* Participation in preparing the company documents: company Rule books, Association of Articles, Systematization of the job posts, and a like.
* Attending workshops gained a good experience in civil engineering and knowledge concerning the dual use goods production, as also herein applicable procedures based on which participated in production of products’ bulletins (bilingual; Serbian and English)
* Translating minutes from meetings (English-Serbian and Serbian-English)

**Skills Used:**

Knowledge of:

* Herein applicable Laws,
* Engineering procedures,
* Simultaneous, consecutive, writing translating

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**Office Manager/Administrative Assistant**

TARA AD - Mojkovac, Montenegro - August 2008 to 2011

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* Translation of all company documents into English, various reports, etc.
* Translations of manuals and other instructions for machines various assignment
* Translating minutes from technical meetings
* Simultaneous, consecutive translating

**Skills Used:**

* Simultaneous, consecutive, writing translating
* Microsoft Word.

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**RATES:**

Translation rate per source word (basic): 0.03 - 0.05 Euro.

Interpretation rates are negotiable.

**AVAILABILITY:**

I work from Monday to Friday, from 9 a.m. to 6 p.m. (CET, GMT+1), but I can work in evenings and weekends if necessary. My daily output is about 2500 to 3000 words.

**Payment Options**

I accept payments in Euro or US dollars through wire bank transfer or Payoneer.

Please note that I can't use PayPal.

**EDUCATION**

**English Language**

University of Montenegro, Institute of Foreign languages - Podgorica

2005 to 2008

**SKILLS:**

Microsoft Word, Microsoft Word (10+ years), Microsoft Excel (10+ years), Microsoft Outlook, Microsoft Outlook (10+ years), Microsoft Powerpoint (10+ years), Adobe Acrobat (5 years), Translating (8 years), Event Coordinator (6 years), Administration (7 years), Sales Management (6 years), Transportation (6 years), Excel Spreadsheets (6 years)

**LINKS:**

http://www.linkedin.com/in/zdravkaasanin