



Zeljka Pavlovic

FREELANCER TRANSLATOR

Details

Vojvode Sindjelica 29
Doboj, 74101
Bosnia and Herzegovina
+38766402091
zeljkap.translator@outlook.com

NATIONALITY

Bosnian

DRIVING LICENSE

B

DATE / PLACE OF BIRTH

21.01.1977.
Doboj, B&H

Skills

Microsoft Office
Verbal and Written Skills
Communication Skills
Keen Attention to Detail
Accuracy
Ability to Multitask

Languages

Bosnian/Serbian/Croatian

English

German

Spanish

Hobbies

Languages, Reading, Sports,
Handwork

Profile

Trained and worked in different areas, English always being part of my life. Researching end reading various themes, translating a lot as well. The creative and analytical approach to projects, keen attention to detail, precision, and accuracy. Passionate about my job, providing quality translations, and continually improving my knowledge and skills. From 2020 entirely committed to translation services.

Employment History

Administrative Assistant, remote - 12 hours a week, GbR Albert's Stuttgarter Platz, a family owned restaurant, Berlin, Germany

2018 – PRESENT

Office administration in general, paperwork, researching travel portals, contacting potential foreign clients and bureaus, correspondence.

Insurance Producer, 'Pavlovic', a family owned agency, Doboj, Bosnia and Herzegovina

1997 – 2014

Issuing insurance policies, mainly homeowners and auto insurance policies, filing claims, helping our clients collect documents needed to support the claims, correspondence with insurance companies both domestic and foreign, and monitoring the process of reimbursement.

Interpreter, Local Elections in Bosnia, OSCE, Doboj, Bosnia and Herzegovina

SEPTEMBER 1997 – SEPTEMBER 1997

Interpreter, General Elections in Bosnia, OSCE, Doboj, Bosnia and Herzegovina

OCTOBER 1996 – OCTOBER 1996

Each supervisor appointed to one polling station interpreters helped them communicate with the locals and officials while preparing themselves for the election days, and in the polling stations while observing the vote and counting votes. Being there for them as interpreters in all the possible situations they come across while covering the polling station activities.

Education

Graduated English Language and Literature Teacher, University of Banja Luka, Faculty of Philology, Banja Luka, Bosnia and Herzegovina

2010

Courses

Pattern Making, 'Callegari', School of Fashion and Design, Zagreb, Croatia

2015

Fashion Styling, 'Callegari', School of Fashion and Design, Zagreb, Croatia

2014

Extra-curricular activities

Ballroom Dance Instructor, Doboj, Bosnia and Herzegovina

2000 – 2001