

PERSONAL INFORMATION

Bojan Dronjak

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PREFERRED JOB

Translator and interpreter for German language

WORK EXPERIENCE

01/10/2016–Present

Translator/ Interpreter/ Professor

R+S Solutions AG/ R+S d.o.o. Bosnia and Herzegovina, Fulda (Germany)

- translating a wide range of contracts, allowances, accounting documents and financial reports.
- translating of correspondence and e-mails
- web site localisation for the company
- translating of a technical manuals in the field of electrical engineering
- translating of material safety data sheets
- consecutive interpreting on the meetings

- providing lecturing for German language
- providing education in German

05/09/2008–18/10/2016

Interpreter/ Translator

Center for culture and education, Laktasi (Bosnia and Herzegovina)

- interpreting and translating different documents in the field of civil service
- consecutive interpreting on the meetings between municipal administration and foreign economists
- translating of wide range of documents for a Tourist Organisation of Laktasi in Bosnia and Herzegovina as a partner organisation of "Center for culture and education" such as nature sites, archeological sites and development of the first communities, cultural heritage and demographic development of the community.
- translating a presentations of cultural happenings

15/08/2014–01/09/2016

Translator

Kolektor d.o.o., Laktasi (Bosnia and Herzegovina)

- translating of broad product range for mobility components and systems

01/03/2010–31/03/2010

Interpreter/Translator

"Grafomark", Laktasi (Bosnia and Herzegovina)

- translating of manuals for printing machines (Heidelberg Speedmaster)
- interpreting of manual instructions for employees
- interpreting of the educational process in controls and handling of a printing machines of the new generation

01/09/2014–31/12/2015

Primary school teacher

Primary school "Mladen Stojanovic", Laktasi (Bosnia and Herzegovina)

- Promoting language development through story-telling, role-play, songs, rhymes and informal conversations and discussions with children
- Planning and organizing activities designed to facilitate the children's development of physical and social skills
- Observing children in order to evaluate and discuss progress and possible problems with parents

13/09/2013–30/06/2014

Primary school teacher

Primary school "Branko Copic", Laktasi (Bosnia and Herzegovina)

- Preparing the programme of learning and giving instructions in German at the primary education level
- Planning and organizing activities designed to facilitate children's development of language, physical and social skills
- Writing reports

05/09/2012–31/08/2013

Primary school teacher

Primary school "Kozarska djeca", Gradiska (Bosnia and Herzegovina)

- Preparing teaching programs and giving instructions in German at the primary education level
- Planning and organizing activities designed to facilitate children's development of language, physical and social skills
- Writing reports

09/09/2013–30/06/2014

High school teacher

Technical secondary school, Banja Luka (Bosnia and Herzegovina)

- Preparing the programme of learning and giving instructions in the range of the secondary education level
- Planning and organizing activities designed to facilitate children's development of language, physical and social skills
- Writing reports

EDUCATION AND TRAINING

10/10/2005–31/03/2012

Professor of German language and literature

Faculty of philology - University of Banja Luka, Banja Luka (Bosnia and Herzegovina)

- translating contemporary German literature in the Serbian
- researching in the field of history of literature (influences of the religious, historical and social development of the humanity on the literature and philosophy.
- English as selection field (researching of influences of English writers to German writers (Edward Young "Complaint: Night-Thoughts" vs Novalis "Hymnen an die Nacht")
- history of German language
- researching in the field of comparative literature (development and spreading of artistic movements in the European region and their influences)
- Diploma thesis - Literature of symbolism - H. Hesse

01/09/2001–30/05/2005

Physiotherapist

Medical High school, Banja Luka (Bosnia and Herzegovina)

Court Interpreter for German language

Ministry of Justice of the Republic of Srpska, Banja Luka (Bosnia and Herzegovina)

PERSONAL SKILLS

Mother tongue(s) Serbian, German

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	B2	B2	B2	B2
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- communicating effectively face to face with empathy and careful listening
- trying to understand other persons within very precise but relaxed bodylanguage
- also powerful communicating in writing, off course in correspondence with few persons at the same time
- able to make any meeting very productive
- able to make great presentations

Organisational / managerial skills

- very precise in organizing of my schedules and obligations
- responsible relating to my clients
- able to meet deadlines and use time wisely

Job-related skills

- very able to adhere the deadlines an very responsible to the clients
- detail oriented and very precise in improvisation
- keeping all documents, files, arrangements and any other confidential material very safe
- specialist knowledge in technical, commercial, industrial, scientific and artistic areas

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Independent user	Independent user	Independent user	Independent user

Digital competences - Self-assessment grid