

SASHENKA GRAMATOVA – LJUBEN

TRANSLATOR AND INTERPRETER:

EN>MK, MK>EN, SER>EN, CRO>EN

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Date of birth: 06 October 1970

**Professional Experience**

**March 2009 – to present Freelance Translator/Interpreter –** Freelance translation of various texts and documents in various fields of expertise, including: software and web localization, law, trade, government/politics, customs, police, security, environment, technical translations, user manuals, telecommunications, automotive industry, tender documentation, medicine, pharmacy, marketing, etc.

Simultaneous interpretation at various events, conferences, seminars, workshops, etc.

**September 2011 – March 2013 Translator/ Interpreter** on a part-time basis at the **“Technical Assistance Project to the Unit for Cooperation with NGOs in the General Secretariat of the Government of the Republic of Macedonia”** financed by the EU.

Translation of various documents and materials related to the Component I of the Project – Drafting of the Strategy for Cooperation of the Government with the Civil Society 2012-2017 and the Action Plan and translation of documentation and manuals both for civil servants and CSOs for Component II of the Project – Launching of the Call for Project Proposals for grants to CSOs.

Simultaneous and consecutive interpretation for the Team Leader and project experts at various business meetings, events, workshops, training sessions and presentations related to both components of the project.

**October 2006 – March 2009 Translator/Interpreter, USAID’s Business Environment Activity**

implemented by **Booz Allen Hamilton –** assistance project to the Government of Macedonia in improving the business environment in the country, by providing consultancy services in the field of trade, customs, harmonization of legislation, labor policy, industrial policy, public-private dialogue, fiscal decentralization, credit rating of municipalities, public-private partnerships, etc.

Responsibilities as Translator/Interpreter:

* Translation of various laws, regulations, and other legal acts
* Translation of materials published on the official web site of the project
* Translation of small projects implemented by the projects staff in the field of customs, fiscal policy and fiscal decentralization, banking, pension reform, labor related issues, etc.
* Translation of PR campaigns, newspaper clippings and other publicity materials
* Simultaneous and consecutive interpretation at various seminars, conferences and workshops organized by the project, such as the Conference for Enhancing Macedonian Exports, PPP workshops, Workshops for Credit Rating of Municipalities, Conference for the Conventions of the World Labor Organization, etc.

Administrative responsibilities:

* Assistance in preparing the fact sheets about the project, content published on the web site of the project, success stories
* Assistance in preparing various publications, guidelines, manuals, brochures and other materials
* Assistance during the organization of the project’s seminars, workshops and conferences

## September 1999 – March 2006 Translator/Interpreter; USAID’s World Trade Organization, Accession Assistance Project and WTO Compliance Activity implemented by Booz Allen Hamilton – assistance projects to the Ministry of Economy

Major responsibilities:

* Translation of official accession documentation received from and sent to the WTO;
* Translation of the Questions and Replies document and the Protocol for Accession of the Republic of Macedonia to the WTO
* Translation of Macedonian laws and other legal materials required in the accession process;
* Translation of WTO related publicity;
* Interpretation during meetings with high-level Macedonian officials and seminars on WTO Agreements organized by the project, in cooperation with foreign consultants and experts from the WTO;
* Simultaneous interpretation at a two-week seminar in the WTO Headquarters in Geneva for the Macedonian Government officials;
* Simultaneous interpretation at the Working Party meetings for accession of the Republic of Macedonia and at the bilateral and multilateral negotiations, in the WTO Headquarters in Geneva.
* Translation of the Results of the Uruguay Round of Negotiations, as a member of the team of translators.
* Compilation and production of an electronic Macedonian-English/English-Macedonian Glossary of

Commercial Law and Trade Terminology(7000 expressions and 1400 definitions). The Glossary was published

under the USAID auspices and posed on the official web sites of the Customs Administration and the Ministry of Economy.

* Translation into Macedonia of the English and French Glossary of the Most Commonly Used International Trade Terminology with Particular Reference to the World Trade Organization, published by AITIC (Agency for International Trade Information and Cooperation, with headquarters in Geneva).
* Translation of the Law on Electronic Communications and the secondary legislation and interpretation at numerous meetings in the course of drafting the Law.

**October 1998 - June 1999 Administrative Assistant/Translator, USAID’s Commercial Law Project** implemented by Center for Financial Engineering in Development, Inc.(CFED)

Responsibilities as Translator/Interpreter:

Translation of various legal materials, laws, everyday correspondence, seminar materials in the field of commercial law, bankruptcy law, arbitration and mediation, corporate governance; interpretation during various business meetings with judges, lawyers and government officials.

Administrative responsibilities:

Primary contact person for all partners, counterparts, beneficiaries, government officials and office staff; coordinating the flow of information; organizing meetings for the office staff; arranging transportation and accommodation; arranging seminars and workshops organized by the project office, taking minutes at meetings; receiving and distributing the office mail; archiving, etc.

**July 1997 - April 1998 Office Manager/Interpreter; Catholic Relief Services (CRS)/Macedonia**

Responsibilities as Translator/Interpreter:

Translation of incoming e-mails, letters, faxes and other documents and materials for the Country Representative and other office staff related to the projects implemented by the organization; interpretation during business meetings.

Administrative responsibilities:

*E*xecutive secretary serving as the primary contact person for all partners, counterparts, beneficiaries, government officials and office staff; coordinating information; making appointments for the office staff; arranging transportation and accommodation; taking minutes at meetings; receiving and distributing the office mail; maintaining files, etc.

**March - June 1997 Language Instructor; Peace Corps**

Intensive Macedonian language course for American citizens, volunteers to the Peace Corps in Macedonia

Major responsibilities:Macedonian language instructor to the Peace Corps Volunteers; organizing everyday schedule for the classes*;* preparing lesson plans; extra-curricular activities for making the Macedonian culture and tradition closer to the Peace Corps volunteers

**On-going assignments and other translation and interpretation projects for all language pairs**

* Three-year contract signed with the USAID Mission in Macedonia on a freelance basis for translation of the new web site of USAID Macedonia into Macedonian language, translation of press releases, translation of speeches for the USAID Mission Director and the US Ambassador, translation of the USAID Newsletter and other materials.
* Consecutive interpretation and simultaneous interpretation at various events organized by USAID’s IDEAS and USAID Mission in Macedonia, interpretation at various events organized by the donor community in Macedonia, at various conferences, business meetings, presentations and seminars; (Annual Conference for Enhancing the Exports of Macedonia organized by the USAID's Business Environment Activity and the Ministry of Economy; Workshops on Public-Private Partnerships; Workshops on Credit Rating of Municipalities, Two-weeks seminar in the Headquarters of WTO in Geneva for the Macedonian officials involved in the negotiations; Interpretations during multilateral and bilateral negotiations in the WTO in Geneva; Seminar on Technical Standards of the EU; Interpretation at UNHCR press conferences; Annual Conference of the Macedonian Human Resources Association; Conference on Innovations organized by OECD, etc.)
* Subtitling of documentary programs and films for several translation agencies specialized in subtitling. Documentary programs for DISCOVERY, ANIMAL PLANET, EXPLORER, films for AXN and HBO.
* Subtitling, proofreading and transcreation of commercials for JOHNSON AND JOHNSON, COLGATE-PALMOLIVE, HENKEL COSMETIC and COCA-COLA.
* Subtitling of video material for training of DHL employees.
* Written translations of brochures, instructions for use for various types of medicaments, medical devices, and other medical aids for *Medical Marketing Services*, a dealer with medicaments and medical devices;
* Written translations of marketing authorizations for medicaments and medical devices for various pharmaceutical companies and for the *DRUG BUREAU OF THE REPUBLIC OF MACEDONIA*;
* Written translations in the field of pharmacy for BIO-RAD LABORATORIES; GILEAD SCIENCES LIMITED; LABORATORIES BESINS INTERNATIONAL;
* Written translations of brochures, instructions for use and user guides for diabetes meters for *LIFESCAN – JOHNSON AND JOHNSON COMPANY*;
* Written translations of clinical studies for several drugs, for the *CLINIC OF CARDIOLOGY* at the University “St. Cyril and Methodius” in Skopje,
* Written translations of Release Letters of patients and other hospital documentation from Macedonian into English for various insurance companies;
* Written translations of various scientific papers and other drug related documentation for the FACULTY OF PHARMACY at the University “St. Cyril and Methodius” in Skopje
* Translation of two Surveys on Community Policing, conducted by RATING AGENCY for the needs of OSCE
* Interpretation to observers from the Council of Europe during the local government elections held in Macedonia in 2013.
* Freelance engagement on the Civic Education Project implemented by CRS/Macedonia and funded by USAID. This engagement involved translation of student books for the subject Civic Education when introduced for the first time in the curricula of Macedonian schools and interpretation at seminars organized for training the first generation of teachers who were to teach this subject in schools.
* Member of team for translation and proofreading of *EU Directives, Regulations, Resolutions, Decisions* for the Government of the Republic of Macedonia in the field of medicine, pharmaceuticals, nutrition and telecommunications;
	+ Member of team for translation and proofreading of the *Questionnaire of the EU for the Republic of Macedonia;*
	+ Member of team for translation and proofreading of the *Answers to the Questionnaire of the EU;*
	+ Proofreading of materials published on the web site of the *European Commission* in Macedonia;
* Translation of Manual for Local Government Creditworthiness
* Member of the team for translation of the *Reference Interconnection Offer* *of Macedonian Telecom (RIO)*
* Translation of the *Law on Electronic Communications of Slovenia and Romania*
* Translation of the *Law on Electronic Communications* and the pertinent secondary legislation
* Translation of surveys for *EUROBAROMETER, “Doing Business” of the WORLD BANK, InSites, CLIR and bizCLIR of BOOZ ALLEN HAMILTON.*
* Translation of EU documentation and directives related to *railways, transport, communications* etc.
* Court certified translations;
	+ Member of team for translation of the *Law on Tourism* and *Law on Catering* as well asthe *pertinent secondary legislation*
	+ Member of team for translation of the *Law on Trade Companies*;
	+ Member of team for translation of the book *"Strategic Management, Competitiveness and Globalization, Concepts and Cases"* – Michael A. Hitt, R. Duane Island, Robert E. Hoskinsson, for the Faculty of Economics, University Ss. Cyril and Methodius, Skopje;
	+ Member of team for translation of EU brochures: *“It’s a better life – How the EU’s Single Market Benefits You”; “How the EU Works”; “The ABC of Community Law”; “Europe in 12 Lessons”;*
	+ Articles from daily press for MILS - Macedonian Information and Liaison Service;
	+ Booklets, documents from the sphere of economics and law and other materials as required for the IMF Resident Representatives’ Office;
* Written translations for UNDP;
* Translation and localization of the web site of *JOHNSON CONTROLS* into Macedonian;
* Translation and localization of web content for *GOOGLE*;
* Translation / localization of web content for *YAHOO MAIL SERVICE for iPhone and BlackBerry*;
* Software localization and translation of technical manuals for mobile phones of former *SonyEricsson (currently Sony Mobile Communications), HUAWEI, HTC, VODAFONE and SIEMENS;*
* Localization of RAMSYS Software and translation of the pertinent user manual *– railway management software*;
* Localization of financial software for on-line shopping developed by IBM;
* Localization of NICEVISION software for video surveillance and translation of User Manuals for the entire security systems in big facilities (airports, central city areas, etc.).
* Localization of software and translation of User Manuals for Self-Guided Vehicles, produced by *FMCTI Technologies* upon order by *JOHNSON MATHEY*, a British company, operating in the Free Economic Zone Bunardjik, Macedonia*.*
* Translation of *Environment Impact Assessment for 400 kV Overhead Transmission Line for connecting Macedonia and Serbia – water and soil.*
* Translation of *Environment Impact Assessment for construction of small hydro-power plants* in Macedonia.
* Translation of *Environment Impact Assessment for the Gold and Copper Mine “Ilovica”, near Strumitsa, Macedonia.*
* Translation of various documents under *IPA Regional Development Operation Program for Macedonia* related to improvement of environmental infrastructure (solid waste and waste water treatment and management).
* Translation of the *Weapons Counter Proliferation Program* from English into Macedonian
* On-going translation of marketing and technical materials for PETRONAS, operating in the petrochemical industry.
* Translation of the US State Department project related to *Anti-Terrorism Course for Protection of VIP Persons* organized by the *INTERNATIONAL BODYGUARDS ORGANIZATION* in Macedonia:
* Translation of tender documentation of *VIENNA INTERNATIONAL AIRPORT*;
* Translation of tender documentation of *TAV Airport*;
* Translation of tender documentation for several companies related to construction of road infrastructure in Macedonia.
* Member of the team for translation of *amendments* to the *Criminal Code of the Republic of Macedonia*
* Translation of *Annual Activity Reports of the Ministry of Internal Affairs* *concerning the* *human trafficking*
* Translation of user manuals, commercials, packaging, catalogues, marketing brochures for various products of the following clients: *ELECTROLUX,* *MAKITA, CATERPILLAR, CANON,* *GORENJE, SONY, FABER, SIEMENS, LG, PHILLIPS, PEUGEOT;*
* Translation and localization of the web site of *IDIS 2 Consortium* and its software for recycling of End-Of-Life Vehicles, their dismantling and disposal;
* Translation of manuals and brochures for *VREDESTEIN;*
* Translation of various materials for *COBRA AUTOMOTIVE TECHNOLOGIES* from English into Macedonian.
* Translation of Training Materials and Examination for Liquid Penetrant Testing Process in industrial facilities;
* Written translations of instructions for use, catalogues and brochures for *PROCTER AND GAMBLE,* Representative Office in Skopje, Macedonia;

**Education**

* Secondary Medical School “Dimitrie Chupovski”, Veles, Republic of Macedonia 2013-2014
* On-line Course for Translation and Web Localization at the Monterey Institute of International Studies, San Francisco, September 2007 – November 2007
* Communication course in English language in Oxford, United Kingdom, August, 1990
* Bachelor of Arts Degree in English Language, Literature and Translation from the Faculty of Philology, University of Ss. Cyril and Methodius, Skopje, Republic of Macedonia 1988 – 1996
* Enrolled to Master Studies in Conference Interpreting – 2014-2015

**Trainings**

* Two-week General World Trade Organization (WTO) Seminar at the WTO Secretariat, Geneva, May 2000
* Four-day seminar on Negotiations Techniques, September 2000
* Series of WTO related seminars, 1999/2000: WTO Multilateral Trade, WTO Agreements, WTO Services, WTO Agriculture, WTO Sanitary and Phytosanitary Measures, WTO Tariffs, Quantitative Restrictions (Quotas) and Technical Barriers to Trade WTO Dispute Settlement

**IT skills**

* Microsoft Word 2007, Power Point, Excel and Internet
* Computer Assisted Translation (CAT) Tools: Wordfast, SDL TRADOS Freelance 2007, SDL TADOS Studio Freelance 2011, Passolo 7.0, Passolo 11, SDLX

**Other Personal Information**

* Date of birth: October 6th, 1970, in Veles, Republic of Macedonia
* Nationality: Macedonian
* Marital status: Married, mother of two children

**References (upon request)**

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