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**EN>MK and MK>EN, SER>EN, MK; CRO>EN, MK Translator / Interpreter**

**Professional Experience as a Freelancer**

**On-going assignments and other translation and interpretation projects**

**Medicine and Pharmacy – 20 years**

* Written translations of brochures, instructions for use (SmPC and PIL) for various types of medicines, medical devices, and other medical aids used in the medicine and dentistry 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; Sanofi; Covance; Parexel; Eli Lilly, Immunic AG, Covance etc.;
* Translation of User Manual and localization of software for medical equipment produced by Biosense Webster;
* Translation of User Manual for dental laser of Biolase.
* Written translations of brochures, instructions for use and user guides for diabetes meters for LifeScan – Johnson and Johnson company;
* Written translations of medical reports, discharge letters and laboratory analyses from the Clinical Hospital “Sistina”, “Zan Mitrev Clinic”, Laboratory ”Histolab” and University Clinical Center “Mother Teresa in Skopje.
* Written translation and localization of software for Varian Medical Systems
* Written translation of documentation for Endopath medical devices; Medtronic etc.
* Translation and revision of SmPC and PIL for antiretroviral therapy (HIV), therapy for treatment of haemophilia, therapy for various cardiovascular diseases, therapy for treatment of carcinoma, etc;
* Written translations of documentation for clinical studies for a number of drugs, conducted in various clinics and hospitals in Macedonia, including the University Clinical Center “Mother Teresa” in Skopje (Protocol Synopsis, Patient’s Informed Consent, Investigator Agreement, Institution Agreement);
* Written translations for the Faculty of Pharmacy at the University “St. Cyril and Methodius” in Skopje.
* Localization of medical software for *DaVinci;*
* Translation of the PhD Work in the field of Forensic Medicine
* Translation of the book “Otosclerosis Surgery, by Prof. Dr. Ilija Filipche

**Government//Politics/Economy/Environment/Agriculture – 20 years**

* Simultaneous interpreting assignment in Vienna, for the event EU P2P Export Control Programme for Arms, a project funded by the EU, German Federal Foreign Office and BAFA
* Translation of Judicial Analysis – Qualification for International Protection (Directive 2011/95/EU), produced by the International Association of Refugee Law Judges, European Chapter (IARLJ-Europe) under contract to EASO
* Translation of Surveys and Reports 2010 and 2012 produced by Rating Agency for OSCE regarding the Operation of Police Forces in Macedonia
* Interpreting assignments on the Project for Support to the Parliament in Implementation of Reforms
* Interpreting and translation assignments for a project related to the modernization of the public utility company for electric power supply of Macedonia
* Interpreting at several conferences for energy efficiency and renewable energy resources
* Freelance translations of various documents for the Ministry of Agriculture, Forestry and Water Economy: National Programs for Development of Agriculture, Programs for Rural Development, Law and by-laws on Organic Production and other documents; Guides for organic production of various fruits and vegetables etc.
* Written translation of technical documentation and manuals for John Deer agricultural machinery
* Written translation of brochures, manuals and instructions for use of products used in agriculture (chemicals, fertilizers)
* 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, Intellectual Property Rights, Dispute Resolution, Sanitary and Phytosanitary Measures etc.; Interpretation at UNHCR press conferences; Annual

Conference of the Macedonian Human Resources Association; etc.)

* Translation of written materials and interpreting at a 2-day event *“The Balkan Lynx Workshop – 14th Coordination Forum CCE”, Skopje, 2013*
* Translation of *Environment Impact Assessment Study* - Construction of Power Transmission Line between Republic of North Macedonia and Republic of Serbia;
* Translation of *Environment Impact Assessment Studies* related to the establishment of operation of several mines in the Republic of North Macedonia
* Translation of the Agreement on Sanitary and Phytosanitary Measures of the World Trade Organisation;
* Translation of the *Weapons Counter Proliferation Program* from English into Macedonian
* 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 Manual for Local Government Creditworthiness
* Member of the team for translation of the *Reference Interconnection Offer* *of Macedonian Telecom (RIO)*
* Translation of surveys for *Eurobarometer, “Doing Business” of the World Bank, InSites, CLIR and bizCLIR of Booz Allen Hamilton.*
* Court certified translations;
* Translation of the *Law on Electronic Communications* and the pertinent secondary legislation
* Member of the team for translation of the *Reference Interconnection Offer* *of Macedonian Telecom (RIO*
* 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” *"The Results of the Uruguay Round of Trade Negotiations"*;
* Member of the team for translation of the “*AITIC - Glossary of the Most Common International Trade Terminology with Particular Reference to the WTO”*;
* Compilation and production of an electronic Macedonian-English/English-Macedonian *Glossary of*

*Commercial Law and Trade Terminology* (7000 expressions and 1400 definitions);

* 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*
  + 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;

**Subtitling / Technical translations / Software Localization / Transcreation / Fashion / Marketing / Telecommunications – 23 years**

* Freelance translation and captioning/subtitling documentary, feature movies for 23 years for TV channels and stations, film festivals, providing \*.srt, \*.pac, \*.ebu files for the clients: A1, Kanal 5, MTV, Discovery, National Geographic, Fox Life, Fox Crime, DaVinci, Skopje Film Festival, etc.
* Translation for dubbing children's series
* Localization of finance software for IBM
* Translation for C&A, Canda, H&M, and textile companies established in Macedonia
* Translation for DM – cosmetic products – Catrice, TrendUp, Gosch, Essence etc.
* Localization and translation of user manuals for Lenovo
* Translation of *the State of Affairs in the ICT Sector in RNM and National Strategy for ICT of RNM 2020-2025*
* Localization and translation of user manuals for mobile phones *Huawei,* *Sony, Huawei, Blackberry, LG, HTC*
* Translation of financial statements and similar documents for Grant Thornton
* Translation of various financial documents for the National Bank of the Republic of Macedonia
* Localization of NiceVision software for video surveillance and translation of User Manuals for the entire security system.
* Translation of technical documentation for Leitner ropeways
* Translation of technical documentation and marketing materials for Chevrolet;
* Translation of technical documentation and user manuals for Porsche;
* Translation of technical documentation and user manuals for Toyota;
* Translation of user manuals and technical documentation for Caterpillar and JCB machines;
* On-going translation projects which involve translation of user manuals, packaging, catalogues, marketing brochures for various products and services: *Electrolux, Canon,* *Gorenje, Faber, Siemens, LG, Phillips, Peugeot, Pliva-Zagreb, Podravka and Henkel Cosmetic;*
* 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 training materials for *DHL* employees;
* Written translations of instructions for use, catalogues and brochures and transcreation for *Procter and Gamble, Colgate-Palmolive, DM Markets and their cosmetic products etc.*
* Translation of Environment Impact Assessments of projects for construction and putting into operation several mines in Macedonia.
* Translation of manuals and brochures for *Vredestein;*
* Translation and localization of Software Manuals for Self-Guided Vehicles of *FMCTI Technologies.*
* Translation of various materials for *Cobra Automotive Technologies* from English into Macedonian.
* Translation and localization of the web site of *Johnson Controls* into Macedonian.
* Localization of railway software *RAMSYS;*
* Translation of Training Materials and Examination for Liquid Penetrant Testing Process in industrial facilities;
* Training materials for *DHL Express*;
* Translation / localization of web content for *Google (Rosetta Project)*;
* Translation / localization of web content for *Yahoo Mail Service for iPhone and BlackBerry*;
* Translation / localization technical manuals for *SonyEricsson;*

**Professional Experience as an In-House Translator**

**November 2019 – Present Translator/Project Assistant, on EU Funded projects “Improving the**

**Working Conditions”** and **“Raising the Quality of Pre-School Education and Care”,** implemented by a consortium lead

by **Archidata s.r.l**. from Italy. The working duties include translation of written materials related to project activities, interpreting

during meetings, conferences and workshops, assisting the finance manager in various administrative tasks, such as archiving,

organizing events, taking minutes, etc.

**February 2016 – October 2019 Translator/Interpreter, World Bank SKILLS Project for Reforming the TVET in Macedonia** asone of the components of the Skills Development and Innovation Support Project in the Ministry of Education and

Science of the Republic of Macedonia. The project is implemented by a consortium, led by **Archidata, s.r.l**. from Italy. The job

duties include written translation of methodologies for the development of sectoral analysis, occupational standards,

qualification standards, syllabi and modularized curricula and other documentation related to the reform of the Macedonian TVET

system. Interpreting at various business meetings with all relevant stakeholders, such as: Vocational Education and Training

Centre, Bureau for Development of Education, Ministry of Education and Science, VET schools, social partners etc.

**December 2017 – May 2018 Translator/Administrative Assistant, Project for Support to the Parliament in Implementation of Reforms,** implemented by a consortium led by **IBF**, Belgium. Duties include translation of project related documents (Rules of Procedure, Code of Ethics, materials for on-the-job-training for Parliamentary staff), progress reports, interpreting during business meetings with MPs, parliamentary staff, CSOs and other government institutions and stakeholders. Organizing various events and consultative meetings, preparing minutes from meetings and other administrative duties.

**March 2009 – January 2016 Freelance Translator/Interpreter –** Freelance translation of various texts and documents in various fields of expertise, including: law, trade, technical translations, user manuals, telecommunications, automotive industry, tender documentation, government/politics, medicine, marketing, etc.

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

**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, labour 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, labour related issues, etc.
* Translation of PR campaigns and other publicity materials
* Translation of newspaper clippings
* 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 Labour 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 on Intellectual Property Rights, Dispute Resolution; Technical Barriers to Trade; Sanitary and Phytosanitary Measures; etc.
* 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.
* 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 Centre 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

**Languages:**

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| --- | --- | --- | --- |
| Mother tongue: | Macedonian | | |
| Other languages: | Speaking\* | Reading\* | Writing\* |
| English | Excellent | Excellent | Excellent |
| Serbian | Good | Excellent | Excellent |
| Croatian | Good | Excellent | Excellent |
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**Education**

* Secondary medical school “Dimitrija Chupovski” – Veles, 2013-2014, according to Lifelong Learning Curriculum
* On-line Course for Translation and Web Localization at the Monterey Institute of International Studies, San Francisco, September 2007 – November 2007
* Attended communication course of 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, 1988 – 1996
* Master studies in Conference Interpreting – 2014 – to present

**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, Intellectual Property Rights; 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, Passolo 7.0, SDLX Lite; SDL Trados Studio 2011 and 2017, Passolo 11, Across, MemoQ.

**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)**

\* Alexandar Shahov: [aleksandarsahov@ideasdepo.mk](mailto:aleksandarsahov@ideasdepo.mk)

\* Biljana Velickovska: [bvelickovska@usaid.gov](mailto:bvelickovska@usaid.gov)

\* Irena Ivanova: [irena.ivanova@ec.europa.eu](mailto:irena.ivanova@ec.europa.eu)

\* Alena Sindelar: [alena\_sindelar@hotmail.com](mailto:alena_sindelar@hotmail.com)

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