

# Curriculum Vitae

## Gordana Djordjevic

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SERBIA

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### **Skills & Abilities**



A translator with long time experience outlined as an independent translator and sworn to court interpreter or as a part of a team of translators on a major governmental project of translating EU directives, laws and regulations in the process of law harmonization between Serbia and the EU.

Specialty: Translation, Proofreading, Technical Translation, Language Services, Interpreting, Legal Translation

### **Experience**

**Deputy Director — Priority doo, Serbia**

**March 2017 — at present**

Private Company engaged in advertising and merchandising support material creation.

**Diaspora Office Head- City Administration Krusevac**

**2004-2017**

Coordinating projects and cooperation of diaspora all over the world. Participating in preparation of project documentation and following up the terms of reference completing

**Chief of Staff — City Administration Krusevac**  
**Dec. 2000 - 2004**

Organizing cabinet duties and following the Mayor activities, contacts, translating correspondence and negotiation meetings, preparing press releases, contacting press and journalists. PR services for the City Administration with public appearances

**Foreign Program Editor – RADIO & TV KRUSEVAC**  
**June 1995-Dec. 2000**

Selection, translation or team organization to translate from various languages, editing, montage and editing foreign and satellite program.

**Translator -IMK 14. Okrobar Krusevac**  
**May 1980- June 1995**

Translator of technical documentation in a factory of 8500 workers producing heavy duty construction machinery, including forgery, foundry, transmission plant, assembly, technical service, training center.

Translator in foreign trade deals, consecutive translation, contract and negotiation.

## **Education**

**University of Belgrade, Serbia** — MA in English Language and Literature, 1973-1977

I attended regular Faculty of Philology, English Language and Literature with regular undergraduate bachelor curriculum including all basic and advanced courses.

In 2007 National Assembly of Republic of Serbia brought the law that laid down that all students having completed pre-Bologna undergraduate studies are to be promoted into Masters, so my title at the moment is both BA and Master

**Sworn to Court Translator**, Appointed by Decision of the Republic Secretariat for Justice and Administration - Belgrade, № 74-2/89-03 of Jan. 17, 1989

## **Projects**

**Serbian Government Office for Serbia Integration to EU**, translation project in a team of 30 licensed translators from whole Serbia. License renewed every two years after passing an exam. Translated over 1700 pages of laws, regulations and directives from EU legislation to be harmonized.

**RWS, USA** agency for pharmaceutical and medical translation: cooperation in translating, proofing and project implementation with patients in studies for over 7 years

**MAPI Language Services** translation services for well-known clients

**RRD USA** translation services for well-known clients.

**SDL ATLAS** translation services for well-known clients

**KNOWLEDGEWORKS** translation services for well-known clients

**Deluxe Inc.USA** translation, proofing for over a decade

**Softitler, USA** translation, subtitling, proofing

**Graf Vonvestfalen Law Office Germany**, long term cooperation

Cooperating various agencies for translation from Europe, India and the USA

## **CAT Tools**

Microsoft package

Trados

Memoq

AbbyFine Reader

Software specific from company to company