PERSONAL INFORMATION

Anamaria Kozlovac



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Sex: F | Nationality: Croatian

JOB APPLIED FOR

English/Spanish to Croatian and Croatian to English/Spanish freelance translator and sworn translator for English, Croatian and Spanish /revisor

WORK EXPERIENCE IN TRANSLATION

Dates from - to	June 1998 – Present
Occupation or position held	**Full-time freelance translator and sworn translator**
Employer's name and locality	Self employed
Main activities and responsibilities	Full-time English/Spanish to Croatian freelance translator (also a certified sworn translator for English, Croatian and Spanish). Translations from English/Spanish into Croatian and vice versa include: ➢Various marketing texts, fashion and clothes (catalogues, articles in the area of fashion, clothes, textiles, food and non-food products) I am currently working for the company: LANGUAGE WIRE **LanguageWire A/S** Nitivej 10, 2000 Frederiksberg, Denmark, VAT number: DK2556 7846 Phone: +45 7023 0044 **www.languagewire.com** I am currently translating for their client ACTION various texts relating non-food products, various rules and regulations relating to their stores, customers and sellers, descriptions of products and services, as they are preparing to open the ACTION stores in Croatia. ➢Law and legal documents; all kinds of contracts, Powers of attorney, Resolutions, Decisions from various Ministries, Decrees, Last wills, Minutes, Notarized documents, Sworn translations, EU directives, Regulations, Policies, Documents of the European Union and the European Commission, Public Administration, Documents for obtaining Croatian citizenship, Diplomas, School transcripts, Birth and Marriage Certificates, Certificates of no criminal records, Medical histories, Statements of Live Birth, various kinds of certificates, etc. ➢Patent translations (fields: chemical, pharmaceutical patents- mainly claims) -25 years of experience for Sepotrec, Madrid, Spain ➢Various personal documents (Diplomas, Certificados de antecedents, Certificado de nacimiento/matrimonio **from Spanish to Croatian as a sworn translator** for persons

from Columbia, Chile, Peru, etc. who come to Croatia to work or require a Croatian citizenship. (for example the persons send directly the documents to my e-mail or I work with Employment agencies such as :
Limitless Life d.o.o. Buconjićeva 19, Zagreb (Mrs. Sorell Yanine Gomez Alfaro) (various kinds of personal documents for people from Columbia, Chile, Peru, etc. who come to Croatia for work;
Pego Medical d.o.o. based in Zagreb, Croatia (various kinds of personal documents such as Diplomas , Passports, Certificados de antecedents, etc)
Mrs. Florencia Obilinovic Fertilio based in Belgium, Rue de Lombard 81, Bruxelles ,1000 (translation from Spanish to Croatian of various personal documents for requiring the Croatian citizenship.)
➢Beauty, cosmetics
I am working for the client ACP Traductera , Na Pikete 173/III Jindrichov Hradec, Czech Republic, on the English to Croatian translations regarding the cosmetic and beauty products.
➢Tourism (translation from English into Croatian Monography Rogaška Slatina (a famous spa resort and treatment center in Slovenia) ; some smaller catalogues

➢EU affairs (EU directives, Regulations, Policies, Documents of the European Union and the European Commission, Public Administration, etc.);
➢Life Science (Ecology, Covid etc.)
➢Labels (Food Drink, Cosmetic products) translations from English/Spanish into Croatian for GSI Translations, London , England (PM: Vangel Vanevski)
➢Chemistry (Safety Data Sheets, Foodstuff, Technical characteristics of products, Chemical products, Chemical Manuals, Certificates of product compliance and quality, Analyses, etc.);
➢Medical Health Care and general medical texts (History of illness, Medical reports, etc.)
➢Education (Erasmus+Online Linguistic Support project, Guides, etc.);
➢Economy (Contracts, Documents for incorporation and registration of companies, entire financial statements and auditor's reports, etc.);
➢Marketing texts (fashion, clothes, description of products, chemical products, automotive industry etc).
➢Tender documentation
➢Veterinary datasheets for products and other texts
➢Environment (Environment Catalogues, Environmental Protection Measures, etc.);
➢Prospectuses, Brochures, Catalogues, Web sites, Guides;
Main areas of specialization: Business/General; Law and legal documents; EU Affairs; Chemistry; Education; Economy; Human Resources; Marketing; Agriculture; Sworn translations; Finance; etc.
Some of my projects:

- Translation from English into Croatian of 2012 Guide to Comenius Individual Pupil Mobility for European Commission, Directorate General for Translation, Brussels, Belgium
  Volume: 72 pages

- Translations from Croatian into English of the legal documentation of the Trade Marks and Designs Registration Office of the European Union /OHIM/for Gevers Legal, European Intellectual Property Architects, Holidaystreet 5-B 1831 Diegem, Belgium,

- Sworn translations from Croatian to English and from English into Croatian for Translation Office TRANSLAYTE, 20-22 Wenlock Road, London N1 7 GU, United Kingdom – Registration of companies, all kinds of Certificates (Diplomas, academic/degree certificates, Birth, Marriage and Death Certificates, Criminal Records Certificates etc.)

- Translations from English into Croatian of various legal documents for

CONSORTRA Corporation Ltd, London –Project Manager: Andrzej Orville (tel:+44 7581 294028) regarding the SISAF-RAIF structured as a Reserved Alternative Investment Fund (RAIF) under Luxembourg law (Sustainability related disclosures).

- Sworn translations from English into Croatian and from Croatian into English of Diplomas /academic /degree certificates, Birth and Marriage Certificates, Statements of Live Birth, Medical Histories, School Transcripts, Certificates of criminal records, other kinds of certificates on a weekly basis for Certified Translations, 1st Floor, 33 Bachelors Walk, Dublin, Ireland

- Translation and proofreading from English into Croatian on chemical and pharmaceutical patents (claims) and the evaluation task of potential translators' tests for SeproTec, 28230 las Rozas/Madrid, Spain and for SeproTec Multilingual Solutions LLC, 9737 Great Hills Trail, Suite 110W, Austin Texas 78759 (the collaboration on English to Croatian chemical and pharmaceutical patents from May 2016 onward

- Translation from English into Croatian of various fashion catalogues and labels for Translation agency Lextrad, Barcelona Spain

- Translation from English to Croatian for client ACP TRADUCTERA, Na Pikete 173/III Jindrichuv Hradec, Czech Republic (Project Manager Matej Šterba)

- Translation from English to Croatian and from Croatian to English labels for cosmetic products; translations of various certificates for GSI Translations, 167-169 Great Portland Street. London, United Kingdom

- Translations + revision from English into Croatian of a large project on the Erasmus+Online Linguistic Support (OLS) since March 2015 about legal and technical issues on the Erasmus. I help to translate the entire web site into Croatian. (What is the Erasmus+Online Linguistic Support, who can benefit from it and how does it work? What are the advantages of the Erasmus+OLS language courses and when is the Erasmus+OLS language assessment compulsory? for ALTISSIA INTERNATIONAL S.A., Belgium
- Sworn translations for obtaining Croatian citizenship for NLC Translations LLC | HQ: Dallas, Texas | Miami, Florida | New York, NY | San Diego, CA Project Managers: Dylan Medina and David Lopez)
- Translation from English into Croatian of the Court project for the International Criminal Court, Office of the Prosecutor, The Hague, The Netherlands (Jacqueline Postma)
- Translation from Spanish to Croatian and vice versa of Birth and Marriage Certificate, Diplomas, Bank certificates, CV and various types of Recommendation letters for Mr. Toni Pehar, the Consul of the Republic of Columbia to the Republic of Croatia for the company Lingua Grupa d.o.o. from Zagreb, Croatia
- Sworn translation from Spanish to Croatian of documents for obtaining Croatian citizenship (Birth and Marriage Certificate , Criminal Record, CV, etc.) for Ms. Florencia Obilinovic Fertilio, Rue du Lombard 81, Bruxelles, Belgium
- Sworn translation from Spanish to Croatian of documents for obtaining Croatian citizenship for Mr. Branko Buljan, Avenida Apoquindo 7600, Departamento 42 A, Santiago, Chile
- Translation from Spanish to Croatian for translation office Lextrag Group , Barcelona, Spain

- Translation from English into Croatian of patents (field: chemical

patents- mainly claims) -10 years of experience in translating chemical patents
for SeproTec, 28230 Las Rozas/Madrid; Spain

- Translations from English into Croatian in the area of European and interregional cooperation (Terms of Reference for the Call for Urban Innovative Actions and the detailed description of the Initiative Urban Innovative Actions for ONCALL EUROPA LANGUAGE SERVICES, Brussels, Belgium

- Sworn translations from Spanish into Croatian of personal documents of Diplomas, Birth and Marriage Certificates, Statements of Live Birth, Medical Histories, School Transcripts, Certificates of criminal records and other kinds of certificates

- Translation from English into Croatian of the Commission's White paper on the future of Europe
for ACP Traductera, Czech Republic

- Translation from English into Croatian about Insurance Policy and automotive industry for Rentalcars UK through Translate plus Translation office, London, United Kingdom (contact persons: Ellia Silvestro and Lucia Molina) (volume: about 6.000 words)

- Linguistic proofreading Erasmus + Croatian level test proofreading EN-HR
for CLL Centres de Langues (Department Erasmus +), Belgium
Pages: 124

- Translation from English into Croatia of the project SANCO 2013 for the European Commission (Commission Implementing Decision on Guidelines on Annex I to Regulation (EC) No. 1223/2009 on cosmetic and chemical products /SANCO/2013/80295-00-00.(for Xplanation Language Services located in Interleuvenlaan 86, 3001 Leuven, Belgium). The translation is estimated with the grade "very good".

- Translation from English into Croatian of fashion projects (catalogues, e-commerce, specifications etc.)

- Translation and proofreading from English into Croatian on chemical and pharmaceutical patents (claims) and the evaluation task of potential translators' tests for SeproTec, 28230 las Rozas/Madrid, Spain and for SeproTec Multilingual Solutions LLC, 9737 Great Hills Trail, Suite 110W, Austin Texas 78759 (the collaboration on English to Croatian chemical and pharmaceutical patents from May 2016 onward)

- Translations from English into Croatian of the legal documentation of the Trade Marks and Designs Registration Office of the European Union /OHIM/for Gevers Legal, European Intellectual Property Architects, Holidaystreet 5-B 1831 Diegem, Belgium.

- Translation from Croatian to English of the entire web site (pls. see my translation on www.montcogim.hr) for the gas company "Montcogim" based in Croatia)
- Translation from English to Croatian of articles and catalogues in the area of fashion for fashion companies.

	• Translations from English into Croatian on ECHA Reports /European Chemical Agency/ for the Translation Agency Paspartu from *Athens, Greece.* • Translations and sworn translations from English into Croatian and Spanish into Croatian of the complete tender documentation, certificates, tax documents issued by the Ministries, Municipalities and Tax Authorities, as well as translations from English into Croatian of tax laws and tax rules and regulations for the GEOFOTO company. Ordering Party: Geofoto Ltd. Volume: over 3000 pages • Published books: Patricia Highsmith: Ripley's Game Monography of Rogaska Slatina
Business sector	Language services; translations English to Croatian; sworn translations from English to Croatian and from Spanish to Croatian

Dates from - to	1994 – to present
Occupation or position held	Full-time freelance English/Spanish to Croatian translator and certified (sworn) translator for Spanish, English and Croatian
Employer's name and locality	Self employed
Main activities and responsibilities	Full-time English/Spanish to Croatian freelance translator; certified (sworn) translator of English Spanish and Croatian
Business sector	Language services; translations English/Spanish into Croatian; sworn translations English, Croatian and Spanish

Dates from - to	1985 to 1994
Occupation or position held	Professional English/Spanish to Croatian translator and certified (sworn) translator for English, Spanish and Croatian
Employer's name and locality	"Diners Club International", Zagreb, Praska 5, Croatia
Main activities and responsibilities	Every day work on translating and revising documents from English/Spanish into Croatian including all kinds of contracts, legal documentation (powers of attorney, decrees, acts, resolutions, regulations and directives, notarized documents, excerpts from registry of companies, by-laws, articles from Official Gazettes, various certificates, financial statements and auditor's reports); certified (sworn) translations from English /Spanish into Croatian etc.
Business sector	Credit cards

Translation accounts of 100% of my total income.

EDUCATION AND TRAINING

Dates from - to	1978-1981
Qualification awarded	**Master's degree (M.A.) in English and Spanish Language and Literature**
Education or training organisation's name and locality	University of Zagreb, Faculty of Humanities and Social Sciences (Department for Languages)

Dates from - to	June 1982
Qualification awarded	Appointment of certified (sworn) translator for English, Croatian and Spanish language; The Resolution for the certified (sworn) translator for English, Croatian and Spanish language - the reappointment every four years
Education or training organisation's name and locality	The County Court of Zagreb, Zagreb, Croatia; Resolution for the appointment of sworn translator

Attendance of conferences and seminars

8 December 2017	Attending the Conference “Translation strategies based on DGT text categories - Tips and Tricks”	European Commission Representation Office in Zagreb	Croatia
8-9 December 2016	Attending the Conference "Translating for the Directorate-General for Translation of the European Commission"	European Commission Representation in Croatia	Croatia
1 December 2016	Attending the seminar about improvements in translating professionally from English into Croatian Lecturer: Mr.Sc. Nives Opačić	Integra d.o.o. Zagreb	Croatia
2 June 2016	Attending the seminar: Possible doubts of the translators translating from foreign language to Croatian Lecturer: Jelena C. Tvico, M.A.	Integra d.o.o.	Croatia
19 December 2015	Attending the seminar The Proofreading of my own translation- the workshop for professional translators / Ph.D Davor Nikolic and Ana Grgić, M.A.	Integra d.o.o. Zagreb	Croatia
31 October 2013	Attending the seminar Unique Orthography of the Croatian Language / M. Mihaljevic, K. Lewis	Integra d.o.o. Zagreb	Croatia
25 March, 2011	Attending the Conference for Translators from (Potential) Candidate Countries) in Brussels, Belgium on 25 March, 2011 by European Commission.	European Commission Directorate General for Translation Brussels	Belgium
March 2009 on	Member of Proz.com Freelance translators (pls. see: www.proz.com/profile/1031753	Proz.com Freelance translators, USA	USA
1 March 2000	Certificate for attending the Workshop "The Influence of Native Language on English / V. Ivir, Alan McConnel Duff	Integra d.o.o Zagreb	Croatia
1999 21-23 May 1999 19-20 January	International Conference "Translators and Court Interpreters on the Threshold of the 21st Century " – International consulting Attending the Seminar "English Business Protocol" /Slovenia (Education and Training for Professional Certified Translators)	Europe House Dubrovnik OST Education and Training for Professional Certified Translators	Croatia Bohinj, Slovenia
1985 till today	Member of the Croatian Translator's Association	Croatian Translator's Association in Zagreb	Croatia

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Spanish	C2	C2	B2	B2	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills - Excellent written and verbal communication skills. Confident, articulate and professional speaking abilities. Writing creative or factual.

Organisational /managerial skills - I run my own small well - organized translation office. Completely dedicated to my work.

Computer skills - Word, PowerPoint, Excel, internet, Smart Editor, Bilingual RTF form

CAT tools - MemoQ Web Trans,

Other skills I love to travel and experience different cultures.

Driving licence B

OTHER WORK EXPERIENCE ADDITIONAL INFORMATION

Please see my web site www.ured-ivan.hr
I am a member of Proz : www.proz.com/profile/1031753