

Olgica Andrić



CURRICULIM VITAE

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- **BA in Italian Language and Literature (Faculty of Philology, graduated in 2002)**
- **Certified Court Translator for Portuguese (appointed in 2015)**
- **Certified Court Translator for Italian (appointed in 2012)**

General information

Date and place of birth: 21st December 1978, Gornji Milanovac, Serbia
Nationality/citizenship: Republic of Serbia

Objectives

Establishing cooperation on the national and international level, with public and private institutions, taking part in creative projects and improving and building on knowledge and experience. Further professional development in the field of teaching Italian as a foreign language.

Translation areas: law, medicine, pharmacy, marketing, writing texts and content creation, aesthetics, judicial documents, education and professional qualifications documents, poetry, RES, cultural and linguistic mediation. Literary translations: translating contemporary poetry from Serbian to Italian.

CAT tools: Matecat, Smartcat, Poedit

Professional experience:

2012 – Currently – Gascom Balkan Ltd., Novi Sad, Serbia

Field: Production of electrical energy from RES

Translator and Assistant Manager

Oral and written translations from Serbian-Italian-English-Portuguese-Russian (commercial, legal, banking and technical documentation, translation at business meetings, negotiations, linguistic mediation with the technical staff, attorneys, managers, suppliers and business partners).

Project management, organising the participation of fairs, organising conferences and trips, purchasing airplane tickets and finding accommodation online and linguistic mediation.

August 2017 – May 2019 - Mill & Partner, Grosse Kirchgasse 4, 5507 Mellingen, Switzerland

Field: fashion, skincare, aesthetics, pharmacy, medical device trade

Translator, social media manager, content creator and marketing assistant

Translating legal documents – contracts, instructions for medical devices and aesthetic procedures, writing marketing content, market research, contacting potential consumers. Updating the social network pages. Publishing ads and employing new workers. Coordination of activities with the website administrator, photographers, graphic designers and video producers.

Previous work experience:

- 2008 – 2010 Italian language teacher, Grammar school in Sremski Karlovci, Serbia
- 2007 – 2014 Italian and Portuguese language teacher in Eduka Centar, Avalon and Olé foreign language school in Novi Sad
- 1998 – 2000 Journalist at the Supersport monthly magazine (sports columns)
- 2000 – 2001 Journalist at Blicnews weekly journal (society, sports, education, fashion, music, health)
- 2001 – 2007 Journalist at SOS TV – Sports channel
- 2007 – 2009 Journalist at Panonija TV – Novi Sad
- 2006 – 2009 Translator for Unify Media Group telecommunication company
- 2006 – 2012 English language translator Madlenianum Theatre, Zemun
- 2011 – 2014 SEO support and copy/content writer for it.mobileshop.eu

Education

- **BA in Italian Language and Literature** (graduated in 2002)
Faculty of Philology at the University of Novi Sad

- **Teaching Italian as a Foreign Language (2001)**
Università per gli stranieri Dante Alighieri, Reggio Calabria, Italy – specialist course for teaching Italian language as a second and foreign language

- **Nurse** (1997) – Secondary School of Medicine “Sestre Ninković” in Kragujevac

Social engagement

Humanitarian work. Civil Society Organisation *Prevodilačko srce – Translations of Medical Documents for Patients Seeking Treatment Abroad* – since 2014, legal representative, coordinator and translator

Awards

2018 National Award for Volunteering for the Civil Society Organisation *Prevodilačko srce*, awarded by the Responsible Business Forum and the Smart Kolektiv

2017 “Woman of the Year” Award, awarded by “Blic Žena”, the most popular women’s weekly magazine in Serbia