Danijela Jovanov

Freelance Translator



Date of Birth: 1 January 1977
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PROFILE

Highly reliable, organized, cooperative, precise, persistent and goal oriented. Enthusiastic, motivated, communicative, easy learner opened to new knowledge, ideas and suggestions. Gained experience across a number of specialist areas. Flexible, able to work under pressure and handle more than one working task. Willing to work as a part of an efficient team, but also to express self-initiative. Oriented toward continuing professional development. Skilled professional strictly following agreements and deadlines.

EDUCATION

Faculty of Philology Belgrade — 1996 - 2003

Degree: **BA in languages and literature**
Vocation: **Graduate professor**
Average grade: **8.61**

Linguistic services: ***Translation / Proofreading / Editing***

English
Italian

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Serbian
Croatian
Bosnian
Montenegrin

WORK EXPERIENCE

1. **Freelance Translator** — 2000 - till present

- **Languages:** English, Italian < > Serbian
- **Areas of expertise:**

  medical, pharmaceutical, life science, automotive, technical, media, telecommunications, marketing, agriculture, legal (general, contracts, agreements), IT, industry, trade
- **Major end-clients:**

  IQVIA, ICON Clinical Research, Sanofi, Pfizer, Parexel, Ethicon, Philips Respironics, Ergomed, INC Research, Quintiles, Covance, Cochlear Limited, Abiss,Acadia, Prophase, PANSS Institute, Otsuka Pharmaceuticals, AGFA imaging, Fiat, Stellantis, Volvo, Renault, Mazda, Opel, Chevrolet, Microsoft Office, NVidia, Honeywell, Delaval, Epiroc, ITW Test and Measurement Italia S.r.l., Dremel (Bosch), Dinaf Traffic Control, SGS, AirBNB, Comune di Roma, Arbitrational Court Records etc.
- Cooperation with different translation agencies
- **CAT Tools:** SDL Studio, Memsource, Smartling

2. ***Granexport DOO. MK Commerce Corporation*** Pancevo 2008 - till present

Position: **Personnel and Administrative Department**

- Management support – coordinating and organizing the functioning of general manager and management departments
- Managing documents through e-DMS
- **Languages:** English, Italian, Croatian < > Serbian
- **Areas of expertise:**
  agriculture, legal (contracts, agreements),
  marketing, financial, accounting, food industry
- Marketing and written PR activities
- Granexport website administration in Serbian and English

3. ***"Modus" D.O.O.*** Pancevo 2004 - 2008

Position: **Personal Assistant/Translator**

- Translating-written and consecutive
- **Languages:** English, Italian, Croatian < > Serbian
- **Areas of expertise:**
  fashion, industry, legal (contracts, agreements),
  export-import, financial, technical
- Import and logistics coordination
- Organizing meetings and manifestations (Fashion Fair ’06 and ’07)
- Performing parallel work responsibilities in the Textile Union

4. ***Elementary school "Sveti Sava"*** Sefkerin 2000 - 2002

Position: **English Language Teacher**

- Language teaching, organizing and planning class activities
- Testing and giving final grades
- Preparing students for school competitions
- Private language lessons

SKILLS

- Excellent command of: *MS Office*
  Outlook Express
  Internet Explorer
  Mozilla Firefox
  SDL Studio 2009
  SDL Studio 2011
  Transtool
- Very good command of: *WordFast*
  Power Point
  Adobe Photoshop
  Front Page
  MS Publisher

INTERESTS Foreign cultures, TV, movies, cars, traveling, computers, sports, gardening.