



Europass Curriculum Vitae

Personal information



First name(s) / Surname(s) **Ljiljana Kostandinovic**
 Address Mirocka 12
 19320 Kladovo (Serbia)
 Telephone(s) 0038119807110
 Fax(es) 0038119807110
 E-mail(s) lilikarak@yahoo.com
 Nationality Serbian, Romanian
 Date of birth 01/07/1981
 Gender Female

Mobile | 00381642232510

Desired employment / Occupational field **Teacher and Translator**

Work experience

Dates	03/09/2007 - 31/08/2010
Occupation or position held	Teacher of English Language
Main activities and responsibilities	Teacher of English Language I did my job with great responsibility I was asked to have a good classroom organization, to deal with mixed ability classes, dealing with large classes, I also had to change many roles (controller, assessor, organizer, prompter, participant etc) All of my work experiences have involved working within a team-based culture. This involved, planning, organization, co-ordination effective communication amongst all staff members. I am very organized and good at managing time. My greatest strength as a teacher are being able to connect with the children and getting to their level. Teaching provides me with a sense of achievement. Program is my ability to plan lessons that are interdisciplinary and integrate technology. The program has done a good job of teaching me how to do this.
Name and address of employer	Primary school "Hajduk Veljko" Marsala Tita, 19329 Korbovo (Serbia)
Type of business or sector	Education
Dates	01/10/2005 →
Occupation or position held	Freelancer Translator
Main activities and responsibilities	Economic translation and business translation texts from English to Serbian, Serbian to English, French to Serbian, Romanian to Serbian. Tourism approx...200 pages, Advertising approx...300 pages, Marketing approx: 400 pages Translation of scientific papers, from English to Romanian, Romanian to English Translation of technical texts, from French to Romanian, Romanian to French Scientific papers, approx... 300 pages, Brochures, approx 100 pages, Medical, approx... 100 pages
Name and address of employer	Regional Tourist Centre Kralja Aleksandra, 19320 Kladovo (Serbia)
Type of business or sector	Translation

Education and training

Dates 01/10/2005 - 04/07/2008
 Title of qualification awarded Licensed in Applied Foreign Languages (English-French)
 Principal subjects / occupational skills covered General:
 - English language
 - French language
 Name and type of organisation providing education and training Western University"Vasile Goldis" (Faculty of Politics Humanist and Administrative Science) Unirii st. NO3, 310023 Arad (Romania)
 Level in national or international classification Bachelor Degree

Dates 01/10/2009 - 15/06/2011
 Title of qualification awarded Master Degree - Language and Literature - Business English
 Principal subjects / occupational skills covered Business English
 Name and type of organisation providing education and training Westen University, Vasile Goldis (Faculty of Humanities, Political and Administrative Science) Unirii st. NO 3,, 310023 Arad (Romania)
 Level in national or international classification Master Degree

Personal skills and competences

Mother tongue(s) **Serbian**

Other language(s)

Self-assessment
 European level (*)

English
French
Romanian

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Able to work with culturally and socially diverse population
 - Flexible adaptive to work in the fast paced environments.
 - Independent
 - Effective communicator, respectful and open to people, able to listen effectively.
 - Reliable
 - Great team player
 - Eager to gain more knowledge

Organisational skills and competences Planning and organizing are my best sides they help me to use time rationally I also priorities my daily activities.

Technical skills and competences Good command of CAT tools (SDL Trados, Wordfast, XTM Cloud, Deja Vu) while translating.

Computer skills and competences Word processing (Microsoft Word) - advanced user
 - Spreadsheets (Microsoft Excel) advanced -user
 - Database (Microsoft Access) advanced user
 - Presentation (Microsoft PowerPoint) advanced user
 - Information and communication (email and internet) advanced user
 - Web page Design skill (Adobe inDesignCS2). advanced user

Other skills and competences	Translating is one of my skills, I started it while I was studying, and I still translate today. I found it very creative.
Driving licence(s)	B