



Europass Curriculum Vitae

Personal information

First name / Surname **Urška Žitnik**

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Nationality Slovenian

Date of birth 14 October 1982

Gender Female

Desired employment / **TRANSLATOR FROM SLOVENIAN TO ENGLISH AND FROM ENGLISH TO**
Occupational field **SLOVENIAN**

Work experience

Dates from October 2009 to date
Occupation or position held Self-Employed Translator/Proofreader
Main activities and responsibilities Translator from English to Slovenian and from Slovenian to English
Proofreader of English texts
Translating and proofreading for translation agencies and end clients.

I specialise in social sciences (especially history and art history), advertising, art, education, tourism, business/commerce (general). I also work in the following fields: health care, science (general), IT, contracts, politics, the environment, economics, insurance, sports, folklore and geology/karstology.

I have translated three Slovenian novels into English for the translation agency Ensitra prevajanje, Brigita Vogrinec Škraba s.p.

Jožef Stefan Institute – proofreading of the Book of Abstracts for Technology Transfer Conference 2010 http://tehnologije.ijs.si/technology-transfer-conference-2010/dokumenti/BoA_2010.pdf;

Translation and proofreading of seminar papers or diploma theses in the field of medicine, social sciences etc.

English translation of the scientific monograph *Overview of the history of today's Arab countries in Slovene history textbooks: report for the project Euro-Arab dialogue: comparative study of school textbooks* by author Danijela Trškan, PhD, Reader at the Department of History at the Faculty of Arts in Ljubljana. This publication is included in the COBISS database (COBISS ISBN 978-961-91090-5-2).

<http://cobiss4.izum.si/scripts/cobiss?ukaz=CLNG&lan=en&id=2108589675595552>

Each year I translate exhibition texts for the museum Goriški muzej into English and translate abstracts of scholarly articles for the journal *Goriški letnik* into English.

In 2019, I subtitled two documentaries in English for the company Studio Proteus d.o.o.

Name and address of employer Anglica, Urška Žitnik, s.p., Stjenkova ulica 8, 6230 Postojna, Slovenia
Type of business or sector Translation, proofreading

Dates	From April 2009 to date
Occupation or position held	Freelance Translator/Proofreader
Main activities and responsibilities	Freelance translator from English to Slovenian and from Slovenian to English Proofreader of English texts I have mostly translated legal documents and technical texts (on karstology, hydrogeology – Slovenian Academy of Sciences and Arts; Allplan computer programs; KBM Bank; projects of the Ministry of Justice; contracts between various companies)
Name and address of employer	Zavod Prevajalnica, Ilovški štradon 22, 1000 Ljubljana, Slovenia
Type of business or sector	Translation, proofreading
Dates	from 2009 to 2010
Occupation or position held	Freelance Translator/Proofreader
Main activities and responsibilities	Translating abstracts from Slovenian to English and proofreading English abstracts for the journal Social Pedagogy, years 2009 and 2010 (vol. 13 and 14). Available on the website http://www.revija.zzsp.org/seznam.htm. Vol. 13 lists my maiden name (Zavodnik).
Name and address of employer	Združenje za socialno pedagogiko, Kardeljeva ploščad 16, 1000 Ljubljana, Slovenia
Type of business or sector	Social pedagogy
Dates	From February 2008 to date
Occupation or position held	Freelance Translator/Proofreader
Main activities and responsibilities	Freelance translator from English to Slovenian and from Slovenian to English Proofreader of English texts Translating technical texts (Slovenian Steel Group, SIP catalogue of agricultural machinery, Slovenian Presidency of the European Union, annual reports, presentation of the University of Nova Gorica, Superbrands) Translating historical texts – Institute for Contemporary History and the Department of History at the Faculty of Arts in Ljubljana, e.g. translation of a lecture by Prof Božo Repe, PhD: http://www.ff.uni-lj.si/oddelki/zgodovin/wwwrepe/Microsoft%20Word%20-%20Slovenci%20in%20njihova%20identiteta%20po%20razpadu%20Jugoslavije%20-%20Praga_ANG.pdf Translating web pages Translating contracts (University of Nova Gorica etc.) Translation of the English part of the catalogue for the exhibition of the Archives of RS in commemoration of the 20th anniversary of the 1990 plebiscite (Cankarjev dom, 24 December 2010- 19 January 2011). COBISS database lists Furocat agency as the translator into English (COBISS ISBN 978-961-6638-14-2). http://cobiss4.izum.si/scripts/cobiss?ukaz=CLNG&lan=en&id=2108589675595552
Name and address of employer	FuroCat, prevajalsko podjetje, d.o.o., Linhartova 51, 1000 Ljubljana, Slovenia
Type of business or sector	Translation, proofreading
Dates	From March 2007 to December 2007
Occupation or position held	Translator
Main activities and responsibilities	Translator from English to Slovenian and from Slovenian to English Translating technical texts (Slovenian Steel Group, Hermes SoftLab annual report, Triglav Insurance Company, UniCredit Bank, TriGranit, Ericsson, Housing Fund of the Republic of Slovenia, Gorenje, Fructal, SAP, Intereuropa, IBM)

Name and address of employer Kliping d.o.o., Družba za spremljanje in analizo medijev, Trubarjeva cesta 79, 1000 Ljubljana, Slovenia

Type of business or sector Media analysis and monitoring

Education and training

Dates October 2001 to February 2009

Title of qualification awarded University degree: Bachelor of Arts in English, Professor of Art History

Name and type of organisation providing education and training University of Ljubljana, Faculty of Arts

Personal skills and competences

Mother tongue Slovenian

Other language(s) English
German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
A2	Basic user	B1	Independent user	A1	Basic user	A1	Basic user	A2	Basic user

(*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu)

Computer skills and competences Proficient in Microsoft Office (Word, Excel and PowerPoint). I work with SDL Trados Studio 2019.

Other skills and competences Owing to the study of art history I am familiar with English terminology in this field.