

## PERSONAL INFORMATION

VLADIMIR TRKOVNIK

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✉ [vladimir.trkovnik@gmail.com](mailto:vladimir.trkovnik@gmail.com),  
[info@preservedtime.hr](mailto:info@preservedtime.hr)

👤 self-employed freelance translator at Preserved Time Ltd, Croatia

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🌐 Proz.com profile: <http://www.proz.com/profile/1898441>

📅 Date of birth: 12/22/1968 | 🇺🇦 Nationality: Croatian

📅 Translation experience: 19 years

👤 Translator

🗣 Language combinations: English – Croatian, Croatian – English, Italian – Croatian, German – Croatian, Serbian – English, Bosnian – English,

## The most significant translation projects

- 1) October – November 2019, **the client: Intertranslations S.A., Greece**  
**Project description:** English-Croatian translation of web page, description and features of services and products, application for PCs and mobile devices and legal content (user agreements, GDPR regulation, buyer and seller protection programs and other) of one of the leading companies that provides and operates worldwide online payment system supporting online payments for goods and services and money transfers.  
**Field:** business, finance, online payment processing, money service business, online paym.app  
**Project volume: 85,000 words**
- 2) July 2019, **the client: Andiamo! Language Services Ltd, UK,**  
**Project description:** English-Croatian translation of eLearning module providing useful information and tips to help staff involved in car purchase financing agreements identify and assist potentially vulnerable customers (internal eLearning materials of one of the leading companies in car producing industry)  
**Field:** eLearning, Customer Relationship Management (CRM), vulnerable customers,  
**Project volume: 4,000 words**
- 3) March 2019, **the client: Eko energija tla i bilja d.o.o., Croatia,**  
**Project description:** English / German-Croatian translation of labels, features, technical specification, application methods and other information related to foliar fertilisers and other types of fertilisers and plant protection products from the range of one of the leading producers  
**Field:** agriculture, fertilisers, organic farming, plant protection, foliar fertilisers  
**Project volume: 5,000 words**
- 4) February 2019, **the client: PoliLingua Ltd, UK,**  
**Project description:** English-Croatian translation of production process, product features, product quality testing reports, technical specification from the range of capsules, packaging films and foils, tablets and other types of pharmaceutical packaging  
**Field:** pharmaceutical packaging industry  
**Project volume: 6,000 words**
- 5) January 2019, **the client: DEGA-Translations LTD, Bulgaria**  
**Project description:** English-Croatian translation of so-called “challenge program” designed in short run as diet program and in long run to become style of living and eating – plan of daily and weekly meals with very strong emphasis on vegetables, cereals and healthy food and food ingredients in general, receipes, preparation of meals, tips for healthy nutrition, basic knowledge about calories, food ingredient nutritional values, etc.  
**Field:** food, food/meal preparing receipes, healthy nutrition  
**Project volume: 12,000 words**

- 6) December 2018, **the client: Coral Knowledge Services, India**,  
**Project description:** **English-Croatian** translation of the operating manuals, description of features, technical documentation, occupational safety and safe working protocols, maintenance manuals and other technical documentation for a product line of hydraulic crawler excavators of one of the leading producers of these types of machinery in the world  
**Field:** mechanical engineering, hydraulic crawler excavators, dozers and similar construction machinery  
**Project volume:** 50,000 words
- 7) November 2018, **the client: Intellex Translation & Localization, Russian Federation**,  
**Project description:** **Croatian-English** translation of various banking documents related to banking products, business reports, loan terms overview, terms and conditions of conversion of loans in Swiss francs to Euros, etc. for one of the leading European banks  
**Field:** banking  
**Project volume:** 16,000 words
- 8) October 2018, **the client: Center Perevodchik, Yekaterinburg, Russian Federation**,  
**Project description:** **English-Croatian** translation of the user / operating manuals, technical documentation, occupational safety working protocols, machinery and equipment safety, maintenance manuals and other documents related to sootblowing equipment  
**Field:** mechanical engineering, sootblowers and sootblowing equipment  
**Project volume:** 15,000 words
- 9) April 2018, **the client: Glim Services Linguistiques, France**,  
**Project description:** **English-Croatian** translation of the user manual, technical documentation and software / mobile application for a medical device designed for ECG recordings  
**Field:** medical devices, medical / health applications / software  
**Project volume:** 20,000 words
- 10) March 2018, **the client: Glim Services Linguistiques, France**,  
**Project description:** **English-Croatian** translation of the marketing brochures, product descriptions and presentations, sales / marketing / advertising content for the lines of parfumes, skin care and other cosmetic products for one of the leading European producers of cosmetics  
**Field:** skincare products, parfumes, cosmetics  
**Project volume:** 10,000 words
- 11) December 2017, **the client PoliLingua Ltd, UK**  
**Project description:** **English-Croatian** translation of operating manuals and technical documentation for the line of professional food preparing machines (mixers, blenders, etc).  
**Field:** food processing machines and devices  
**Project volume:** 25,000 words
- 12) October 2017, **the client: Radman grupa Ltd, Croatia, [www.radmangrupa.hr](http://www.radmangrupa.hr)**  
**Project description:** **Croatian – English** translation of the document titled “Risk Assessment for Workplaces on the Construction Sites”  
**Field:** construction business (dry construction, construction of prefabricated houses)  
**Project volume:** 10,000 words.
- 13) August 2017, **the client: Uebersetzungsdienste Peter Štrbak, Slovakia**  
**End client: the company KURTZ ERSA, <http://www.kurtzrsa.com/homepage.html>**  
**Project description:** **German – Croatian** translation of series of documents related to the field of occupational safety, work in a safe manner, working with machines and equipment in a safe manner, protective personal equipment (PPE), procedures for safe work at heights, etc.  
**Field:** safety at work, occupational safety, safe working with machinery  
**Project volume:** 10,000 words
- 14) June 2012 – December 2012, **the clients: Public Open University Zagreb and EBCL International Center Wien, Austria, [www.ebcl.eu](http://www.ebcl.eu) and [www.pouz.hr](http://www.pouz.hr)**  
**Project description:** **English – Croatian** translation of the educational curriculum for the internationally verified business management educational program EBCL – European Business Competence Licence (EBCL)  
**Fields / education program modules:** financ.account, financ.statements, business indicators, cost accounting, commercial law, investment.analysis, project management, cost analysis, business management, making business plan, marketing and sales  
**Project volume:** 100,000 words.  
**FIELD:** business, marketing and financial management education and other business competencies and business skills, entrepreneurial learning and training

- 15) June 2016 – September 2016, **the client: Emilia Center Traduzioni, Italy, end client: one of the leading producers of the machines producing blisters and other types of packaging for pharmaceutical industry in the world**  
**Project description:** Italian / English to Croatian translation of operating and user manuals, technical specifications, maintenance manuals and other technical documentation related to a line of machines producing blisters and other type of packaging for pharmaceutical industry  
**Project volume: 135,000 words**  
**FIELD:** machinery, mechanical engineering, pharmaceutical packaging industry
- 16) May 2016, **the client: Maxi impex d.o.o., Zagreb, Croatia**  
**Project description:** English – Croatian translation of a sales and distributorship agreement for the Croatian market with one established UK mobile phone producer and translation of mobile phone instruction manuals and technical specifications  
**Project volume: 12,000 words**  
**FIELD:** business contracts, mobile phone industry, wholesale and retail of mobile phones and accessories
- 17) **September 2015 – ongoing business cooperation, the client: Radman s Drink GmbH, Austria, www.radmansdrink.at,**  
**Project description:** German / English – Croatian translations of business contracts, business/financial reports, marketing presentations, company catalogues, web pages, product testing and certificates of quality, declarations and other company documents (**German-Croatian, English-Croatian**)  
**Field/industry branch:** energy drink and soda drink industry
- 18) **04/2015 – ongoing business cooperation, the client: Radman grupa Ltd, Croatia,**  
translations of business contracts, business/financial reports, marketing presentations, company catalogues, web pages, product testing and certificates of quality, declarations and other company documents (**German-Croatian, English-Croatian**)  
**Field/ industry branch:** construction business
- 19) **April 2014 – (ongoing cooperation), the client: ArcelorMittal Distribution Solutions d.o.o., Croatia, Croatian subsidiary of ArcelorMittal - <http://ds.arcelormittal.com/cee/croatia/7631/language/EN>**  
**Project description:** English – Croatian and Croatian – English, translation of business contracts, product catalogues, work safety protocols, certificates, product testing reports and all other documents of the company.  
**FIELD:** steel industry
- 20) **January 2014 – (ongoing cooperation), the client: EU-EBS Instiute, Croatia – [www.eu-ebs.eu](http://www.eu-ebs.eu)**  
**Project description:** English – Croatian and Croatian – English translation of various EU related documents, policies and project documentation, **practical experience as EU-project manager, thorough acquaintance with EU projects and terminology (especially grants)**  
**FIELD:** EU Project Management, EU Funding, EU policies, EU documents and programs
- 21) **April 2014 – self-employed freelance translator at company PRESERVED TIME, Croatia, [www.preservedtime.hr](http://www.preservedtime.hr)**  
**Project description: translation** of all kinds of sales, business, finance, tourism and marketing related documents, business contracts, financial reports and other topics (**working languages: English, Croatian, German and Italian**)  
**INDUSTRIES AND FIELDS:** business, commerce, finance, financial statements, marketing, catalogues, web pages, web content, work safety, tourism and travel, hotel industry, EU, sustainable growth, ecology and environmental issues, clinical trials, IT industry, software, paper industry, steel industry, agriculture, lifelong learning, entrepreneurial learning, manuals, technical translations, certificates, case studies, feasibility studies, investment studies, food industry, food declarations and many other fields
- 22) **July 2012, the client: Translation office “Marta”, Zagreb, Croatia, end client: InBev Brewery, [www.marta.hr](http://www.marta.hr)**  
**Project description:** English – Croatian translation of series of documents and protocols regarding work safety, safe production procedures, accidents and incidents prevention protocols, ecology and environmental issues and corporate social responsibility  
**Project volume: 30,000 words.**  
**FIELD:** beer industry, work safety procedures and protocols, environmental protocols

23) 1997 – September 2013, employed in company Eurotrade d.o.o., Rovinj, Croatia  
[www.eurotrade.hr](http://www.eurotrade.hr); ACTIVITIES: besides working on many middle and top management positions, I was also working as in-house English-Croatian-English and Italian-Croatian translator (business contracts, financial statements, business and financ.reports,, marketing brochures, international business correspondence, manuals, product catalogues.

**FIELD:** IT INDUSTRY (printers, laptops, videoprojectors, scanners, copiers, ink jet and toner cartridges, office, artistic and drawing papers, office supplies).

**The company Eurotrade is certified Croatian distributor for HP, Epson, Lexmark, Toshiba Uni-Ball Japan, Fabriano Italy, Konica-Minolta and other world famous brands.**

## EDUCATION AND TRAINING

- 1) 2006, Kuratorium Wirtschaftskompetenz fuer Europe (KWE), European Business Competence Licence (EBCL) – [www.ebcl.eu](http://www.ebcl.eu)
- 2) 1988 – 1993, University of Rijeka, Croatia, Faculty of Economics, degree Master of Economics in international business
- 3) 1987 – Joliet West High School Diploma, Illinois, USA

## LANGUAGE SKILLS AND CERTIFICATES

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Italian	C1	C1	B2	B2	C1
German	B2	B2	B2	B2	B2

**English language certificates:**  
 CAMBRIDGE ENGLISH Council of Europe LEVEL C1 Certificate,  
 Ref.no.: 146HR0028062, Certif.no: 0045525420,  
 Date of issue: 25/07/2014

University of Cambridge, Certificate in Business English, LEVEL VANTAGE,  
 Ref.no.: 04CHR0024026, Certificate number: 0012913970,

## Curriculum Vitae

Date of issue: 05/02/2005

American High School Diploma, High School Joliet West, Illinois USA,  
May 1987

### SOFTWARE AND CAT TOOLS

MS Word, Excel, Access	Powerpoint, Windows 10
Proficient user	Proficient user

CAT tools: Memsource Cloud, Smartcat, memoQ 8.3., Trados Studio 2017

### Top specialized translation fields:

- business, commerce, e-commerce, business management, economics in general, macroeconomics
- business contracts,
- webshop content, product descriptions, product manuals, product reviews, blogs
- various corporate documents,
- user manuals, operating manuals, maintenance manuals and technical documentation for devices / appliances
- consumer electronics, consumer electronic devices, multimedia, etc.
- agricultural production, organic farming
- software and APP translation
- mobile phone industry
- product catalogues, web pages, e-marketing, SEO, marketing brochures, various marketing presentations
- finance, corporate financing, financial reports, annual financial statements, financial management, microeconomics
- public finances, taxes, macroeconomic policies,
- business presentations, various project presentations, case studies, stock exchange reports
- feasibility studies, investment studies and other business studies
- occupational safety, personal protective equipment (PPE), work safety protocols, workplace risk assessments,
- product testing reports, technical approvals, quality assurance certificates
- EU policies, EU-funded projects, EU tender documentation and other EU related topics (**practical experience as EU Project Manager**)
- IT industry (printers, copiers, printing technologies), various software programs and applications
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### Other strong translation fields:

- pharmaceutical industry and products, drug testings and clinical trials
- tourism & travel,
- steel industry, steel structures, thermal insulating steel sheet roof and wall panels,
- construction business, interior decorating: dry works, suspended ceilings, raised floors etc,
- ecology, sustainable growth, renewable energy resources, environmental issues, sustainable production
- food / food processing industry, food product labels, nutrition, diet programs, culinary and gastronomy topics