

## PERSONAL INFORMATION

**Helena Knežević**

 Gornji Hrastovac 173, 44430 Hrvatska Kostajnica (Croatia)

 00385917640674

 hknezevic9@gmail.com

Sex Female | Date of birth 15/03/1990

## WORK EXPERIENCE

01/11/2014–19/12/2014

**Administrative assistant**

Hypo Alpe-Adria-Bank d.d.  
Slavonska avenija 6, 10000 Zagreb (Croatia)  
<http://www.hypo-alpe-adria.hr/home.nsf/home/hr>

- managing current accounts
- preparing documentation
- processing and inputting data
- copying and scanning documents

Business or sector Administrative and support service activities

03/10/2014–08/10/2014

**Consecutive interpreter**

Marketing One d.o.o.  
Palmotičeva ul. 2, 10000 Zagreb (Croatia)  
<http://www.marketingone.hr/>

- consecutive interpreting Slovak - Croatian, Croatian - Slovak during job trainings and job interviews

01/03/2014–01/04/2015

**Translator**

Atlas d.d.  
Ul. Izdora Kršnjavog 1, 10000 Zagreb (Croatia)  
<http://www.atlas.hr/>

- writing tourism advertisements in Croatian, Slovak, Czech and English language
- translating tourism advertisements: Croatian → Czech, Slovak; English → Czech, Slovak
- webpage translation into Czech <https://www.goadriatica.com/>
- content management

2012–2014

**Telephone interviewer**

GfK Centar za istraživanje tržišta d.o.o.  
Draškovićeve ul. 54, 10000 Zagreb (Croatia)

- communication with customers

Business or sector Information and communication

06/10/2011–06/03/2012

**Student assistant in the Faculty of Humanities and Social Sciences Library**

Faculty of Humanities and Social Sciences Library, Slovak language and literature collection  
Ivana Lučića 3, 10000  
<http://knjiznica.ffzg.unizg.hr/>

- inventory control
- checking the collection
- customer support

09/05/2010 **Europe Day volunteer**  
 Embassy of the Czech Republic, Zagreb (Croatia)  
 - stand host

**EDUCATION AND TRAINING**

16/10/2012–22/09/2015 **Master (M.A.) in Czech language and literature; Master (M.A.Ed.) in Slovak language and literature**  
 Faculty of Humanities and Social Sciences, University of Zagreb  
 Ivana Lučića 3, 10000 Zagreb (Croatia)  
<http://www.ffzg.unizg.hr/>  
 - graduate programme in Czech language and literature (translation) and Slovak language and literature (education)

05/08/2012–25/08/2012 **Studia Academia Slovaca / SAS**  
 Faculty of Arts of Comenius University, Department for Slovak language and literature, Bratislava (Slovakia)  
 - attended a summer school in Bratislava

15/07/2009–12/07/2012 **Bachelor in Czech and Slovak**  
 Faculty of Humanities and Social Sciences, University of Zagreb  
 Ivana Lučića, 10000 Zagreb (Croatia)  
<http://www.ffzg.unizg.hr/>  
 - undergraduate programme in Czech language and literature and Slovak language and literature

2005–2009 **Secondary education**  
 Ivan Trnski High School, Hrvatska Kostajnica (Croatia)

1997–2005 **Primary education**  
 Davorin Trstenjak Primary School, Hrvatska Kostajnica (Croatia)

**PERSONAL SKILLS**

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Czech	C1	C1	C1	C1	C1
Slovak	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2
German	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

Communication skills - good communications skills (verbal, non-verbal, written) obtained during Czech and Slovak study programmes and attending the Summer School in Bratislava  
 - ability to deal with new situations thanks to knowing several languages

- ability to adapt to a multicultural environment during the Summer School in Bratislava (SAS - Studia Academia Slovaca)
- ability to quickly find an effective solution through communication with co-workers

**Organisational / managerial skills**

- good organisational skills
- teamwork

**Job-related skills**

- ability for quality translations from and into a foreign language (Atlas d.d.)
- ability to devise a creative tourist advertisement
- resourcefulness
- communicative
- responsibility
- accurateness

**Digital competence**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Basic user	Independent user	Basic user

**Digital competences - Self-assessment grid**

- good command of Microsoft Office tools
- good command of translation tools and software (slovníky.korpus.sk; ssjc.ujc.cas.cz)

**Other skills**

- creativity

**ADDITIONAL INFORMATION**

**Student grants** State grant of E category, 2010 - 2015

**Publications** Article: *Milan Kundera: češki ili francuski pisac?*, Students of Western Slavic Languages Journal of Faculty of Humanities and Social Sciences, University of Zagreb, Listy, 3/2015

**Publications** Translation of a part of a novel by Goran Tribuson *Kuća u kojoj stanuje vrag* from Croatian into Slovak, Students of Western Slavic Languages Journal of Faculty of Humanities and Social Sciences, University of Zagreb, Listy, 4/2014

**Publications** Translation of the fairy tale *Zec, medvjed i lisica* from Croatian into Slovak language, Students of Western Slavic Languages Journal of Faculty of Humanities and Social Sciences, University of Zagreb, Listy, 3/2012

**Projects** Participation in the project of joint translating of *Priručnik za vođenje testirajućih razgovora* from Croatian into Czech, Hrabri telefon, 2013.