

Romina Smrdelj

AREAS OF EXPERTISE

- Legal
- Advertising and Marketing
- Product descriptions
- Economics
- Educational materials
- European Union
- Financial
- General
- Government
- Automotive
- IT
- Medical
- Media and Multimedia
- Technology
- Science
- Travel and Tourism
- Websites

And many more

LANGUAGE PAIRS

Native language: SLOVENIAN

- English-Slovenian-English
- English-Croatian-English
- Slovenian-Croatian-Slovenian
- Italian-SLO/CRO/ENG

PERSONAL DETAILS

Romina Smrdelj
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Slovenia

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Skype: romincaromi

DOB: 24/05/1989
Nationality: Slovenian

Translator

PERSONAL SUMMARY

I am a multi-skilled, reliable and talented translator with a proven ability to translate documents from a source language to a target language. As I am a quick learner, I am always looking forward for new ideas and new challenges. Flexible in the ability to adapt to challenges when they arise and at the same time, remaining aware of professional roles and boundaries. As I am very detail-oriented person, I always double-check my work. I can also say and prove that I am never late when it comes to delivering a project in given time.

WORK EXPERIENCE

Freelance

TRANSLATOR June 2008 - Present

I work as a freelance translator for clients from all around the world for last 12 years. I am converting documents, articles, websites and software from one language into another and ensuring that the finished converted projects relay the intended message as clearly as possible.

I am working with various clients like, Sony, Fujitsu, Primark, Ford, IKEA, MAXSUN, Apple, European Union, European Commission, GymBeam, Speakly, TranslateMedia and other national and international firms and individuals.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- MTPE for the European Union
- Revising more junior translators' translations.
- Working as a volunteer translator for Roseta Foundation.
- Retrieving articles from newspapers, magazines and internet & translating them into English/Slovenian/Croatian.
- Proofreading articles, translated by other translators.
- Website localization

KEY SKILLS AND COMPETENCIES

Familiar with translation software tools.
Excellent communication and social skills.
Able to work to tight deadlines.
Highly skilled in MS Office and Adobe software.
Able to prioritize work.

PERSONAL SKILLS

Communication skills: I acquired excellent communication skills at each workplace, where I had constant contact with other people- personal contact or virtual contact.

Organisational / managerial skills: sensitivity to the needs and desires of others, responsibility for actions and their consequences.

Job-related skill: great English/Croatian speaking and writing skills, great Slovenian speaking and writing skills (native language), I always double-check my work, I always deliver my projects in given time (meeting deadlines), excellent knowledge of SDL Trados 2009-2021 and other CAT.

REFERENCES AND PREVIOUS PROJECTS OVERVIEW

- Available on request