
ORHIDEJA JOSIFOVSKI

Celje Slovenia • +38670451402 and +49 17622 913 540 • egzit103@gmail.com



Bilingual Translator

Text Section

I translate from English and Slovenian in Croatian and Serbian

Career Objective

Aim to build a strong career as a bilingual translator in a challenging and progressive environment, where my skills and experience can be utilized effectively.

Work experience

- May 2010 - 2015 Bilingual translator
FREELANCER
- Translated English and Slovenian to Croatian and Serbian and vice versa in all passages and written documents
 - Verbally translated all the business communications between the management and the client
 - Prepared and presented reports, documents and plans in Slovenian and Croatian/Serbian
 - Maintained databases and records of all client files
 - Trained employees in basic Slovenian/Croatian/Serbian language
 - Participated in other administrative jobs related to translation whenever required
- Feb 1993 - Apr 2010 freelance journalist and translator
- Worked as a journalist and freelancer translator for different publishing company
 - Worked as an editor in a publication company for six months
- (May 2015 - Present) Freelance Translator, own office,
Poliglotika, Orhideja Josifovski s.p. - Slovenian Enterprise Number

Text Section

My translation process usually involves a combination of the following:

- reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- using Translation Memory software - such as Wordfast, memoQ, across, SDL Trados, Transit NXT and across - to ensure consistency of translation within documents and aid efficiency;
- using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- using appropriate software for presentation and delivery;
- researching legal, technical and scientific phraseology to find the correct translation;
- liaising with clients to discuss any unclear points;
- proofreading and editing final translated versions;
- providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- using the internet and email as research tools throughout the translation process;
- prioritising work to meet deadlines;
- providing quotations for translation services offered;
- consulting with experts in specialist areas;

- supplying subtitles for foreign films and television programmes;
- retaining and developing specialist knowledge on specialist areas of translation;
- networking and making contacts.

Education

Sep 1987 - Dec 1993 Professor of Slavic Studies
Faculty of Philology in Belgrade

The Faculty of Philology is a key institution of higher education in region, which produces experts on the Serbian language and literature, culture, librarianship and informatics, as well as contemporary foreign languages, literatures and cultures.

Skills

- 23 years of proven experience in bilingual translation, proof-reading and editing
- An attentive and good listener
- Strong interpersonal skills
- Excellent grasping power and effective at multi-tasking
- Attention to details and work efficiently with minimum supervision
- Strong command over verbal and written English and Slovenian, Croatian and Serbian language
- Prepare well researched and accurate documents, presentations, reports, etc.
- Excellent typing and short-hand skill

Computer Skills

- Proficient in Microsoft suite - Word, Excel, PowerPoint and Outlook Express
- Excellent in internet research work and active networking

Portfolio

<http://www.amazon.com/-/e/B00OX0COWK>

<http://www.nacionalnarevija.com/en/index.html>