

PERSONAL INFORMATION



Zorica Aleksic

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 zoricaalexica@gmail.com

Sex Female | Date of birth 12/05/1981 | Nationality Serbian

JOB APPLIED FOR

Translator, proofreader

WORK EXPERIENCE

2004–Present

Translator

- Translating and proofreading texts of various kinds (IT, media, law, medical, technical, literal documents, websites, advertisements, architecture, politics, economics...) from English into Serbian and vice versa as well as from Italian into English and Serbian.

My projects include translating for Airbnb, Clinical Centre of Serbia, Health Centre Rakovica, Polyclinic Eginski, British magazine ISDAM-The Magazine of the International Society of Dental Anxiety Management, FACTA UNIVERSITATIS magazine, TENT Serbia, Corroventa Sweden, E+E Elektronik, Klima BG Solutions, GSP Beograd, Municipality of Užice, TV5 Užice, Centre for Foreign Languages Kontext, Ghana and Qatar national football team coach ...

2016–Present

English teacher and translator

The English Book -The English Tours, Belgrade (Serbia)

Teaching English and translating from English into Serbian and vice versa at summer language camps

2006–Present

English teacher

Primary School Vuk Karadzic- Sremcica, Belgrade (Serbia)

Teaching English language and literature as a foreign language

2005–2010

English teacher, translator

Kontext - School for foreign languages, Belgrade (Serbia)

Teaching English language at all levels, translating from English and Italian to Serbian and vice versa

2004–2006

English teacher, Serbian teacher for foreigners

St. Nicolas School, Belgrade (Serbia)

Teaching English and Serbian language

2004

Shop salesperson

A Nevex Printing Centre and Internet Cafe, London (United Kingdom)

Providing services of selling various products

EDUCATION AND TRAINING

2009–2011

Master Teacher of English Language and Literature

EQF level 7

University of Belgrade, Faculty of Philology, Belgrade (Serbia)

Acquiring of Present Perfect Tense with Serbian Students

2000–2006 **Teacher of English Language and Literature** EQF level 7

University of Belgrade, Faculty of Philology, Belgrade (Serbia)

Contemporary English language, Translating from English to Serbian and Serbian to English, English literature, American literature, Phonetics, Syntax, Morphology, Contrastive Analysis of English and Serbian language

2018 **eCommerce Copywriter**
<https://ecommerce.university/> (Australia)

eCommerce Copywriter
 Introduction to eCommerce Blogging
 Copywriting for eCommerce Customers
 eCommerce Blog Content Formats
 Writing Store Product Page

PERSONAL SKILLS

Mother tongue(s) Serbian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Diploma issued by Faculty of Philology (University of Belgrade) for completing MA studies of English language and literature					
Italian	B2	B2	B2	B2	B2
Certificate issued by Faculty of Philology (University of Belgrade)					

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 Excellent communication skills gained through my education and experience

Organisational / managerial skills
 -leadership
 -good organisational skills
 -good team-leading skills

Job-related skills -mentoring skills (as a senior teacher I was responsible for the training and induction of new teaching staff)

Digital skills

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

Digital skills - Self-assessment grid

-good command of office suit, Internet, WordPress, Photoshop...

ADDITIONAL INFORMATION

- Publications**
- ISDAM -The Magazine of the International Society of Dental Anxiety Management, *A Depressive Patient in Dental Practice*, issue 2, March 2015
 - FACTA UNIVERSITATIS, Series: Architecture and Civil Engineering, *Collective Habitation in Urban Planning of Jagodina*, Serbia, Vol.14, No 2, 2016
<http://casopisi.junis.ni.ac.rs/index.php/FUArchCivEng/article/view/1698/1305>
- References** References available on request