



# Zorica Aleksic

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Date of birth: 12/05/1981 | Nationality: Serbian | Gender: Female |  
(+381) 641588442 | [zoricaalexica@gmail.com](mailto:zoricaalexica@gmail.com) |  
24/6, Sinise Stankovica, 11000, Belgrade, Serbia

## ● WORK EXPERIENCE

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2004 – CURRENT

### **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, Google, 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 ...

Member of the ProZ.com Certified PRO Network <http://www.proz.com/profile/2424041>

2016 – CURRENT

### **ENGLISH TEACHER – The English Book, The English Tours**

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

Belgrade, Serbia

2006 – CURRENT

### **ENGLISH TEACHER – Primary School Vuk Karadzic- Sremcica**

Teaching English language and literature as a foreign language

Belgrade, Serbia

2005 – 2010

### **ENGLISH TEACHER, TRANSLATOR – Kontext - School for foreign languages**

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

Belgrade, Serbia

2004 – 2006

**ENGLISH TEACHER, SERBIAN TEACHER FOR FOREIGNERS – St. Nicolas School**

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Teaching English and Serbian language

Belgrade, Serbia

2004

**SHOP SALESPERSON – A Nevex Printing Centre and Internet Cafe**

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Providing services of selling various products

London, United Kingdom

● **EDUCATION AND TRAINING**

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2009 – 2011 – Belgrade, Serbia

**Master Teacher of English Language and Literature – University of Belgrade, Faculty of Philology**

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Acquiring of Present Perfect Tense with Serbian Students

EQF level 7

2000 – 2006 – Belgrade, Serbia

**Teacher of English Language and Literature – University of Belgrade, Faculty of Philology**

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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

EQF level 7

2018 – Australia

**eCommerce Copywriter – <https://ecommerce.university/>**

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eCommerce Copywriter

Introduction to eCommerce Blogging

Copywriting for eCommerce Customers

eCommerce Blog Content Formats

Writing Store Product Page

## ● LANGUAGE SKILLS

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Mother tongue(s): **SERBIAN**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>ITALIAN</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● PUBLICATIONS

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### 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>

## ● RECOMMENDATIONS

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References available on request

## ● ORGANISATIONAL SKILLS

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### Organisational skills

- leadership
- good organisational skills
- good team-leading skills

- **COMMUNICATION AND INTERPERSONAL SKILLS**

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**Communication and interpersonal skills**

Excellent communication skills gained through my education and experience

- **JOB-RELATED SKILLS**

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**Job-related skills**

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

- **DIGITAL SKILLS**

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Microsoft Office | Social Media | Adobe Photoshop | Adobe Acrobat DC | Zoom | Microsoft Teams

**Personal skills**

Reliability | Written and Verbal skills | Creativity | Responsibility | Organizational and planning skills | Flexibility