**IVANA STOJANOVIC BILANOVIC**



Calle Media Luna 42, 1ºB

Pamplona, Spain 31004

Phone: +34 682 866 036

e-mail: ivana\_stojanovic@hotmail.com

European Union Citizen

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| I am a professional translator and interpreter with over 20 years of experience in translating texts from English to Spanish, Serbian and German, and vice versa. I am specialized in the fields of law, finance and business. I hold a Bachelor’s degree in German Linguistic from the University of Salamanca. My goal is to provide high-quality translation services, respecting deadlines and client needs. |

**PROFESSIONAL EXPERIENCE**

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| **MULITLINGUAL TRANSLATOR and INTERPRETER** | 1995 to present |

More than 20 years working experience as a freelance translator and interpreter for different translation agencies (Seprotec, Tridiom, Deltatext, Linguavox, etc.). Provide translation and interpretation services to clients, delivering high quality results and tailor-made solutions to satisfied client needs.

**Duties:**

* Translate documents from several foreign language to Spanish, Serbian and German.
* Simultaneous interpretation in different fields related to the business environment and justice.
* Research legal and technical phraseology to ensure the correct translation.
* Provide guidance, feedback and create customer-specific style guides.
* Review and proofreading mother-tongue text and revise other translators' translations.
* Conduct face-to-face and real time interpreting in different situations: Company support, Judges.

**LANGUAGES**

* Serbian and Spanish, native languages.
* High level of English, proficiency equivalent to C1 in the CEFR.
* Fluent in German, Bachelor Degree in German Philology
* Basic Portuguese and Chinese.

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| **KEY SKILLS AND COMPETENCIES** |  |

* Familiar with translation software tools (Trados, SDLX) and highly skilled in Word, Excel and Microsoft Outlook.
* Excellent communication and social skills.
* Able to work to tight deadlines and to prioritise work.
* Willing to travel and able to work under pressure.
* Strong quantitative and analytical skills.

**EDUCATION AND PROFESSIONAL DEVELOPMENT**

* Postgraduate Teacher Certification Program. Universidad Pública de Navarra, Spain, 2005-2006
* Master Degree in International Relations and Trade. UNED, Spain, 2002-2004
* Bachelor Degree in German Philology. Universidad de Salamanca, Spain 1995-2000
* Cambridge Advanced English, C1; University of Cambridge, 2019
* Accreditation Course Examiner Diploma Spanish as a Foreign Language A1/A2, B1/B2 and C1/C2, Instituto Cervantes, Beijing, China, 2016
* Chinese Language and Culture, Taipei Language Institute, Beijing, China 2016
* Chinese Language and Culture, Confucius Institute, Universidad do Sao Paolo, Brazil, 2015

**PROFESSIONAL EXPERIENCE in EDUCATION**

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| HIGH SCHOOL TEACHER and TUTOR. Sacred Heart School Pamplona,Spain | 2006-present |

* Spanish language and literature teacher in 1st and 2nd year of High School.
* German teacher in High School.
* English teacher in Secondary School.

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| SPANISH TEACHER, Instituto Cervantes de Pekín, China.  | 2016-2018 |

* Examiner of the official DELE exams of the Instituto Cervantes in Beijing.
* Tutor of Spanish courses on AVE platform Instituto Cervantes.
* Delivery of courses for adults and children, ELE levels A2, B2 and C1.
* Delivery of Spanish courses for Spanish-speaking children.
* Preparation of specific material for Spanish-speaking children in China.
* Preparation Day E-Promotion of language, literature and culture.

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| GERMAN TEACHER, Centro Linden, Pamplona, Spain  | 2003-2015 |

* Delivery of intensive courses for adults and children, levels A2, B2 and C1.
* Preparation for the Goethe Institut exams.
* Delivery of tutorial classes UNED Pamplona.