

Milica (Melissa) Marovic

EDUCATION

- 2023 **Certificate IV in TESOL**
Sydney Higher Education Institute, Sydney, Australia
- 2021 **Translating and Interpreting Skills for NAATI Certification**
RMIT, Melbourne, Australia
- 2016 **Master of Commerce (International Management) (Distinction)**
Charles Sturt University, Sydney, Australia
Achievements: Leadership and Personal Development Award;
Academic Achievement Award
- 2014 **Advanced Diploma of Marketing**
TAFE Ultimo, Sydney, Australia
- 2011 **Bachelor of International Economics and Trade**
University of Belgrade, Belgrade, Serbia

EMPLOYMENT HISTORY

- June 2023 - Present **Freelance TESOL Teacher**
- Providing one-on-one and group English language lessons to students and professionals
 - Assisting and working with students of varying ages, skill levels, and cultural and economic backgrounds
 - Adapting teaching approaches and methods to each person's interests and ability level
 - Assessing student needs and creating personalised lesson plans
 - Evaluating students' progress
- March 2022 - Present **Certified NAATI Translator from English into Serbian - Owner, Melissa's translation services**
- Translating written content of documents, books, websites, legal texts, medical records, business reports, and more
 - Reviewing and editing the translations to ensure accuracy, coherence, and fluency
 - Adapting the translated content to the cultural norms and preferences of the target audience, ensuring that it resonates with the local culture
 - Interacting with clients, discussing project details, providing updates, and addressing any questions and concerns
 - Organising and managing multiple translation projects simultaneously, setting priorities, and meeting deadlines

- Dec 2018 - July 2022 **Team Leader Estimator - Thynk Group**
- Guiding a group of estimators in completing various types of projects by delegating tasks
 - Conducting recruitment interviews and inductions for new employees in the estimating department
 - Monitoring and reporting employees' KPIs and creating weekly time sheets
 - Quickly adapting to new systems and technologies, such as Measure Square and Clear Tile
 - Working simultaneously in multiple "Smart Sheet" pages to obtain and communicate information across the team
- Jun 2014 - Mar 2018 **Purchasing Manager - Thynk Group**
- Ordering products from suppliers and organising inventory items
 - Seeking reliable suppliers to provide quality products at reasonable prices
 - Negotiating prices and contracts
 - Determining quantity and timing of deliveries
 - Forecasting upcoming demand
- Feb 2013 - Jun 2014 **Administration / Accounts /Sales Consultant - Thynk Group**
- Checking packing slips, invoicing jobs and billing orders for products with great attention to detail
 - Entering customer information in the Thynk Group internal system - "Smart Sheet," and booking clients for tile selection appointments
 - Receiving necessary documentation for tile selection appointments and creating files for new customers
 - Conducting Pre-Selection appointments with new clients, building rapport and consulting them regarding their needs
 - Maintaining focus and motivation while working both independently or as part of a team
- Jan 2012 – Nov 2012 **Field Researcher/Interviewer - Ipsos Strategic Marketing**
- recruiting people in focus groups
 - attending meetings regarding new projects
 - communicating directly with potential respondents
 - completing recruitment questionnaires and submitting them by e-mail to recruitment executives

Languages spoken Serbian - native,
Croatian, Bosnian, Montenegrin – advanced level,
French – intermediate level

SKILLS

- Experienced in using Smartcat, Phrase TMS and CafeTran Espresso (CAT Tool)
- Experienced in using CaptionHub

VOLUNTEER WORK

April 2023 I became a volunteer translator for TED and translated and subtitled a talk by Andrew Smith: Why do we eat popcorn at the movies?

February 2023

I became a volunteer translator with Translators without Borders. I translated documents for the following NGOs: European Network on Statelessness, International Code of Conduct Association (ICoCA) and Just Good Work (50 Eight)

INTERESTS / HOBBIES

Music - I enjoy singing, especially in choirs

Sports: swimming, pilates and playing table tennis

Gardening: cultivating my own organic vegetable and herb garden

Reading books

Travelling

REFERENCES

Available upon request