PERSONAL INFORMATION Lidija Marta Kozlovac

 Marijana Haberlea 10, Zagreb 10000, Croatia

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 lidija.kozlovac@zg.t-com.hr

Skype; lidija.kozlovac

Web site: www.marta.hr

 Sex: Female Nationality: Croatian

JOB APPLIED FOR English/Croatian translator

 (+ revision by a second translator by the four-eyes principle)

WORK EXPERIENCE 

June 1998 – Present Translator and owner of a translation office

self-employed

Establishment of my own small translation office "Marta" in Zagreb, Croatia with Croatian and international clients. **Full-time freelance** **translator** and owner of a translation office (also a certified sworn translator).

Translations from English to Croatian include:

⮚EU affairs (EU directives, Regulations, Policies, Documents of the European Union and the European Commission, Public Administration, etc.);

⮚Chemistry (Safety Data Sheets, Technical characteristics of products, Chemical products, Certificates of product compliance and quality, Analyses, etc.);

⮚Law and Legal documents (all kinds of contracts, Powers of attorney, Resolutions, Decisions, Decrees, Last wills, Minutes, Notarized documents, Sworn translations, etc.);

⮚Education (translations for the School Education Gateway portal, etc.);

⮚Economy (Contracts, Documents for incorporation and registration of companies, entire financial statements and auditor's reports, etc.);

⮚Tender documentation

⮚Environment (Environment Catalogues, Environmental Protection Measures, etc.);

⮚Prospectuses, Brochures, Catalogues, Web sites, Guides;

⮚Diplomas, School transcripts, Birth and Marriage Certificates, Certificates of no criminal records, etc.

Main areas of specialization: Business/General; EU Affairs; Chemistry; Education; Legal; Economy; Human Resources; Marketing; Agriculture; Finance; Sworn translations, etc.

Some of my recent projects:

**⮚**Translation from English to Croatian – Action Plan EU Strategy for the Danube Region – 155 pages for the European Commission, Directorate General for Translation, Brussels, Belgium

**⮚** Translations from English to Croatian in the area of EU affairs, EU policies and chemistry (Safety Data

Sheets and specifications of products) for Eurideas Linguistic Services, 523 Avenue Louise, 1050 Brussels,

Belgium and Eurideas Linguistic Services, Madach Imre ut 13-14, 1075 Budapest, Hungary

**⮚** Translations from English to Croatian for School Education Gateway portal in the area of education and EU affairs as well as translations in the area of chemistry for EUN Partnership AISBL, Brussels, Belgium (European Schoolnet), Rue de Travese 1, 1040 Brussels, Belgium

**⮚** Translations from English to Croatian - Flash Eurobarometer surveys, translations in the area of human rights, consumers' rights and EU affairs for TNS Opinion SA, Rue Jules Cockx 8-10, Brussels, Belgium

 **⮚** Translations from English to Croatian in the area of boat paint industry and chemistry for Andiamo Language Services Ltd, Bowcliffe Grange Bramham, Leeds LS23 6LW, Great Britain

 **⮚**Translations from English to Croatian - Directives of the European Parliament and of the Council, financial, commercial and legal contracts, common rules for the internal market in natural gas for the largest Croatian gas company Plinacro d.o.o., Savska 88a, Zagreb 10000, Croatia

**⮚** Translations from English to Croatian of various commercial, legal and financial contracts, translations in the area of law, business administration, economy, marketing, human resources, tender documentation, tax documents issued by the Ministries, Municipalities and Tax Authorities, tax laws and tax rules and regulations, finance, chemistry, environmental protection etc. for the largest Croatian brewery Zagrebačka pivovara d.o.o./Molson Coors, Ilica 224, Zagreb 10000, Croatia

**⮚** Translations from English to Croatian of various commercial and legal documents, tax documents issued by the Ministries, Municipalities and Tax Authorities, tax laws and tax rules and regulations for Tetra Pak d.o.o., the Swedish subsidiary in Croatia, Buzin, Buzinski prilaz 30, Zagreb, Croatia

**⮚**Translations from English to Croatian in the area of economy, law, human resources and marketing for Unilever Croatia d.o.o., Savska opatovina 36, Zagreb 10000, Croatia

**⮚**Translations from English to Croatian on chemical products (Safety Data Sheets, Technical characteristics of the products, Certificates of product compliance and quality, Analyses) and chemical patents for Chromos Agro d.d., Radnička cesta 139 n, Zagreb 10000, Croatia

**⮚**Translations from English to Croatian on ECHA Reports / European Chemical Agency for the Translation Agency Paspartu from Athens, Greece

**⮚** Translation from English to Croatian of Chemical Manual for the Translation Agency Borfer S.L., C/Zuloga, 2 D, 28222 Majadahonda, Madrid, Spain

1994 – June 1998 Full-time freelance translator

self-employed

Full-time freelance English/Croatian translator and certified (sworn) translator

 1985 – 1994 Translator

Kemikalija Ltd., Savska 60, Zagreb 10000 Croatia

Every day work on translating and revising documents from English to Croatian including all kinds of contracts, chemical documents, legal documents and certified translations.

Translation accounts of 100% of my total income.

EDUCATION AND TRAINING 

1978 - 1981 Master's degree (M.A.) in English and Spanish

Language and Literature

 University of Zagreb, Faculty of Humanities and

 Social Sciences, Department for Languages

June 1982 Appointment of sworn translator for English,

Spanish and Croatian

 County Court of Zagreb, Croatia

 January 2019 onwards Dutch courses

 Foreign Language School

ATTENDANCE OF CONFERENCES AND SEMINARS

December 2015 Attending the Workshop "Proofreading of My Own Translations" for professional translators, Davor Nikolic, PhD

Integra d.d. Zagreb, Croatia

October 2013 Attending the Seminar "Unique Orthography of the Croatian Language" for translators, M. Mihaljevic and K. Lewis

Integra d.d. Zagreb, Croatia

 March 2012 Attending the Seminar "Revision and Proofreading

for Translators", M. Aleric

Integra d.d. Zagreb, Croatia

March 2011 Attending the Conference for Translators from

Candidate Countries in Brussels, Belgium

European Commission Directorate General for Translation, Brussels, Belgium

May 2000 Attending the Workshop "The Influence of

Native Language on English Language",

V.Ivir, Alan McConnel Duff

 Integra d.d. Zagreb, Croatia

May 1999 International Conference "Translators on the

Threshold of the 21st Century",

V.Ivir, Alan McConnel Duff

 Europe House Dubrovnik, Croatia

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| PERSONAL SKILLS |  |
|  |  |
| Mother tongue(s) | Croatian |
|  |  |
| Other language(s) | UNDERSTANDING | SPEAKING | WRITING |
|  | Listening | Reading | Spoken interaction | Spoken production |  |
| English | C2 | C2 | C2 | C2 | C2 |
| Spanish | C2 | C2 | B2 | B2 | C2 |
| Dutch  | B1 | B1 | B1 | B1 | B1 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Communication skills - Excellent written and verbal communication skills. Confident, articulate and professional speaking abilities. Writing creative or factual.

Organisational / managerial skills - Completely dedicated to my work.

Computer skills - Word, PowerPoint, Excel, internet

CAT tools - SDL Trados Studio 2014

Other skills I love to travel and experience different cultures.

Driving licence B

ADDITIONAL INFORMATION 

 Please visit my web site www.marta.hr

 I am a member of Proz. www.proz.com/profile/640498