

Curriculum Vitae

Tatjana Popantoska



📍 Karposevo vostanie br.3-1/9 1000 Skopje, Macédoine

☎ +38970305894

✉ tapipopi@gmail.com

Sex female | Date of birth 25/03/1966 | Nationality Macedonian

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Professional translator

WORK EXPERIENCE

1994 - Now

Translator/Interpreter

State-owned Join-Stock Company for Postal Traffic <Makedonska posta>

Office of the Director General

Bul. Orce Nikolov bb 1000 Skopje

- Written and oral translation of various documents, including contracts, agreements, acts and forms of the Universal Postal Union, internal regulations, laws, letters, texts related to the themes of the postage stamps that are issued by the Philatelic Bureau, etc.
- correspondence
- consecutive translation during meetings, workshops, presentations, etc. and engagement in the organizational activities related to the fore mentioned events.
- work with foreign consultants providing translation/interpretation services and other administrative assistance
- arranging business trips

1993 – 1994

Professor

School for foreign languages Skopje

- French lessons for children and adult persons

1991 – 1993

Translator, interpreter, secretary and responsible for all administrative activities of the company

KONTAKT D.O.O. Skopje,

Mixed commercial French-Macedonian company

Curriculum Vitae

- translation of contracts, invoices and other necessary documents
- consecutive interpretation

1998

Part time honorary job

Translation of many documents, theses and doctorates
Providing private French classes and translation services to individuals

EDUCATION AND TRAINING

1986 – 1990 Diploma, Bachelor of Arts - Translating and Teaching

University of Skopje "St. Cyril and Methodius", Macedonia, Faculty of Philology - Department of French language and Literature

- Graduated student - Level in national classification

01.09.1980 – 10.06.1984 Matura (high school diploma) - High school

High school "Nikola Karev" Skopje, Macedonia.

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C2	C2	C2	C2	C2
English	C1	C1	B2	B2	B2
Serbian	C2	C2	C1	C1	C1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Ability to work in group, with young people and foreigners (gained during my work experience)
- Good Writing and communication skills (gained during my work experience)
- Ability to adapt to a multicultural environment

Organisational / managerial skills

- Capability to prepare, co-ordinate and to manage projects (acquired during my work experience)
- Ability to take the initiative and be responsible
- Time management skills

Computer skills

- Experienced with translation tools: Trados and Wordfast. Experienced in working with, Windows XP, Windows 7 and Windows 8, Internet and Internet Browsers. Working with text processor: Word for Windows, spread sheet: Excel for Windows

Other skills

- Creative qualities

Driving licence

- B category

Curriculum Vitae

ADDITIONAL INFORMATION

ANNEXES

- Certificate for sworn translator obtained in 1992 from the Ministry of Justice of the Republic of Macedonia.