

PERSONAL INFORMATION

Damir Horvat



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Sex Male | Date of birth 24/8/1985 | Nationality Slovenian

WORK EXPERIENCE

1/9/2004–Present

Translator

Bohemian Dragomans LTS, Nowak GmbH, Translator Est., DT Translations (Germany)

Translation of various documents (technical, medical, legal, ...)

5/10/2018–3/3/2020

Customer service representative

Dein Kunstwerk, Bad Neuenahr (Germany)

- Reply to emails - GERMAN/ENGLISH
- Solve all kinds of customer problem

15/1/2016–30/3/2018

Customer service representative

Hc-Handel GmbH

- Reply to emails
- Put articles online (EBAY, AMAZON)
- Process complaints

21/1/2015–30/6/2015

Warehouse worker

Blue Tomato, Graz (Austria)

Various warehouse work

2/5/2011–30/6/2012

Assembly assistant

Simon Horvat s.p. (Slovenia)

Installation of windows and doors

11/2/2009–30/4/2011

Seller in the store

PETROL (Slovenia)

Seller at the gas station

EDUCATION AND TRAINING

1/10/2004–30/6/2007

COMMERCIALIST

VSŠ MURSKA SOBOTA, MURSKA SOBOTA (Slovenia)

Higher school

3/9/2000–15/6/2004

ECONOMIST

Dvojezična srednja šola Lendava, Lendava (Slovenia)

BILINGUAL SECONDARY SCHOOL

PERSONAL SKILLS

Mother tongue(s) Slovenian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
German	C2	C2	C2	C2	C1
CERTIFICATE OF GERMAN LANGUAGE					
Hungarian	B2	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

- Great sense of responsibility
- Fast comprehension
- Team spirit
- Reliability

Organisational / managerial skills

- Good organizational skills, acquired during the internship

Job-related skills

- arithmetic skills / dealing with numbers
- Selective attention to focus attention only on one source of information among many

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Due to translation, I got to know Word, Excel, SDL TRADOS STUDIO and how to work with them.