

## Professional Freelance Translator



English > Serbian, Croatian, Bosnian, Montenegrin  
Medical ▪ IT ▪ Technical ▪ Marketing

# Sanja Mihailovic

Chartered Linguist, DipTrans MCIL CL

### PERSONAL INFORMATION

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<b>Web site:</b>	<a href="http://www.serbian-translator.com">www.serbian-translator.com</a>	<b>Date of Birth:</b>	27 <sup>th</sup> October 1977
<b>E-mail:</b>	<a href="mailto:info@serbian-translator.com">info@serbian-translator.com</a>	<b>Civil status:</b>	Married, three children
<b>Alt. e-mail:</b>	<a href="mailto:serbian.translator@gmail.com">serbian.translator@gmail.com</a>	<b>Cell phone:</b>	+ 381 63 803 10 13
<b>Skype ID:</b>	serbian-translator	<b>Time zone:</b>	CET (GMT+1)

### SERVICES

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Translation, editing, proofreading, software localization, subtitling, translation memory and term base creation, professional evaluation of translation tests

### SPECIALIZATION FIELDS

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- Medical (IVD, medical instruments, clinical trials, pharmaceutical, chemical, dental, bioengineering, immunochemistry, healthcare – IFUs, MILs, PILs, MSDSs etc.)
- IT (electrical engineering, electronics, computers, telecommunications)
- Technical (mechanical engineering, technology, automotive, construction, machinery)
- Marketing, as well as social sciences, entertainment, travel, fashion, leisure

### PROFESSIONAL QUALIFICATIONS

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- **Translation Related Degree (2010)**  
DipTrans MCIL CL, Science and Technology, Chartered Institute of Linguists, UK (EN > SR)
- **University Degree (2007)**  
BA in Finance, Banking and Insurance, Faculty of Economics, University of Belgrade, Serbia
- **Working Experience (since 1998)**  
Full-time freelance translator for English > Serbian, Croatian, Bosnian and Montenegrin language pairs
- **Other Professional Accomplishments**  
Translation World Cup by MateCat winner in English > Serbian Cyrillic language pair (2014)  
1<sup>st</sup> annual ProZ.com translation contest winner in English > Serbian language pair (2008)  
Certified PRO (professional translator) status with ProZ.com since 2008

### MEMBERSHIPS WITH PROFESSIONAL BODIES

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- Chartered Linguist, Chartered Institute of Linguists, UK (MCIL CL)
- Association of Scientific and Technical Translators of Serbia

### CAREER SUMMARY

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#### 2000 till present

#### FULL-TIME FREELANCE TRANSLATOR

Full time freelance work for translation agencies and direct clients worldwide (more than 100 regular end-user clients)

#### 2004–2006

#### LEADING TRANSLATOR, TRADOS TUTOR AND TRADOS COORDINATOR

Member of a pool of translators working on translations of EU standards at Federal Institute for Standardization of Serbia and Montenegro (ISSM), translating ISO, IEC and EN standards (various fields) into Serbian (CARDS program, tutorship of Danish Technological Institute and SCG-Quality company, Belgrade)

## **1998-2004 SENIOR PARTNER WITH A TRANSLATION COMPANY**

Worked as a translator, proofreader and subtitler, coordinator of a team working on various linguistic projects and a senior partner with Editor group, Belgrade, Serbia

### **MAJOR END-CLIENTS (SAMPLE LIST)**

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- **Medical/Pharmaceutical**  
GE Healthcare, Mayo Clinic, Merck, Serono, AstraZeneca, Quintilles Laboratories, Cerexa, Edwards LifeSciences, Wyeth, Fisher & Paykel, Bayer, Covance, Roche, Abbott Medical Optics, Abbott Vascular, Abbott Molecular, Abbott Nutrition, GlaxoSmithKline, Janssen Cilag, Pfizer, Medtronic, WEST Pharmaceutical Services, Zimmer, Zimmer Spine, Orbus Neich, Angiotech, Seattle Genetics, Fresenius, MicroVention, Covidien, Optimapharm, Atrion Medical, Smiths Medical Critical Care, Maquet Critical Care, Siemens Healthcare Diagnostics, Ventana, Actelion, AGA Medical Corporation, Becton Dickinson, LifeTechnologies Corporation, Saint Jude Medical, Terumo, LifeScan, Heraeus, Draeger Medical, Philips Respiration, Kenexa, Ivy Biomedical, BBraun, Teleflex Medical, OrthoClinical Diagnostics, Nipro Diagnostics, Biomerieux, BBK Biogen, Perceptive Informatics, ASP, 3M ESPE, Pentron, Sybron, Johnson&Johnson, Coloplast, Surgicel, Thoratec, Boehringer Ingelheim, Cheetah Medical, PeerVoice, Vascutek Ltd, Briggs & Stratton, Parexel, DePuy Synthes, Arrow International, SCIEX, Kavo Kerr, Ethicon, TEAC, Medpace, Sequent Medical, Soluscope, Bracket Global, Covance, 3D Matrix, Bristol-Myers Squibb etc.
- **IT**  
Microsoft, Google, Intel, SAP Software Solutions, HP, Epson, Nokia, Xerox, Sony Ericsson, Motorola, Toshiba, McAfee, Lenovo, Philips, Samsung, Genius, Logitech, MSI, Canon etc.
- **Technical**  
Husquarna, Velux, Electrolux, Rio Tinto, Caterpillar, DuPont, Danfoss, USSteel, Schindler, Foster Wheeler, Honeywell, Penosil, Bison, Sondex, Glaston, Avanti, Icopal, Liko, Dechra, Pyronix etc.
- **Technology**  
Institute for Standardization of Serbia and Montenegro, Danish Technological Institute, Bayer, Akzo Nobel, CropScience, Nalco Europe, SGS, Ecolab etc.
- **Automotive**  
Volvo, BMW, Toyota, Mazda, Nissan, Opel, Honda, Chevrolet, Harley Davidson, Federal Mogul, Carglass, Skoda etc.
- **Marketing**  
VISA, Adobe, Pepsi, Harman Kardon, PriceWaterhouseCoopers, Austrian Airlines, Manchester United, Milward Brown, Ralph Lauren, Procter & Gamble, Tesa, McDonalds, Carlsberg, Jysk, Ecco, Stokke, Hasbro, Wrigley, Viasat, Ipsos etc.

### **COMPUTER EQUIPMENT**

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- **PC platform**  
Windows 7 (64-bit, English OS), DSL permanent 10 Mbps, MS Office 2016 (English), Adobe Acrobat Pro DC, Apsic Xbench etc.
- **CAT software**  
SDL Trados Studio 2017, MemoQ 2015, WordFast Pro 5.1, Déjà vu X3, Star Transit NXT, etc.

### **KEY SKILLS**

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- Excellent command of quality control process and implementation of quality standards in translation work
- Excellent ability to adapt to high-standard working practices
- Excellent organization, communication and tutoring skills

### **PERSONAL TRAITS**

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- Skilled, responsive, attentive, highly reliable and cooperative, precise, flexible, methodical, detail-oriented, strictly following agreements and deadlines
- Ability to carry out large and demanding projects with consistent quality and attentiveness as well as to perform in professional, effective and timely manner at all times
- Striving toward continuing professional development

*Thank you for your kind consideration!*