



European Curriculum Vitae

Personal data

Surname(s)/Name(s) **Vasileva Bojcev Biljana**
 Address(es) Tunel 2/3, 1400 Veles, R Macedonia
 Telephone(s) (+389) 43 23 99 66; mobile (+389) 70 800 227
 E-mail bbojcev@yahoo.co.uk
 Nationality Macedonian
 Date of Birth 9th October 1973
 Gender Female

Desired employment / Occupational field

Translator / Teacher in English Language

Work experience

July 2007 onwards
 Dates
 Occupation or position held Owner / Freelance translator
 Main activities and responsibilities Translation, proofreading, communication and negotiation with clients, coordination of projects, administrative work, localization
 Name and address of employer TRANSLATUM 33 Solidarnost, 2000 Stip, R Macedonia
 Type of business or sector Private Sector

2005 – 2007
 Dates
 Occupation or position held Freelance translator as member of Macedonian Dream Team
 Main activities and responsibilities Translation, localization, proofreading, transcription, administration
 Type of business or sector Private Sector

2004 onwards
 Dates
 Occupation or position held Freelance translator
 Main activities and responsibilities Translation of Regulations, Directives, Annexes, and other documents of the European Community from English into Macedonian and vice versa by order of SEI
 Type of business or sector Sector of European Integration of the Government of the Republic of Macedonia

September 2001 onwards
 Dates
 Occupation or position held Teacher in English Language
 Main activities and responsibilities Teaching secondary school students English language

Name and address of employer	SSOU Dimitrija Cupovski, Blagoj Gorev bb, 1400 Veles, R Macedonia
Type of business or sector	Education
Dates	February 2000 – June 2001
Occupation or position held	Teacher in English Language
Main activities and responsibilities	Teaching primary school students English language
Name and address of employer	OU "Rajko Zinzifov" Dolno Orizari, 1400 Veles, R Macedonia
Type of business or sector	Education
Dates	December 1997 – February 2000
Occupation or position held	Teacher in English Language
Main activities and responsibilities	Teaching primary school students English language
Name and address of employer	OU "Nikola Karev" Radovis, R Macedonia
Type of business or sector	Education
Dates	January – March 1999
Occupation or position held	Freelance interpreter
Main activities and responsibilities	Interpreting activities during placing the medical equipment – donation from the Japanese Government project and training the personnel
Name and address of employer	Medical Center in Stip, Macedonia
Type of business or sector	Ministry of Health
Dates	May 1996 – November 1996
Occupation or position held	Translator / Interpreter and Supervisor of the Production Process
Main activities and responsibilities	Interpreting / translating activities concerning the production process in Makedonka – Stip for the Greek company as well as supervising the production process
Name and address of employer	"Interstoff" from Thessaloniki, Greece
Type of business or sector	Textile sector
Dates	February 1996 – May 1996
Occupation or position held	Translator/Interpreter and Computer Associate
Main activities and responsibilities	Interpreting / translating activities concerning a special computer programme for plotting models in the production process
Name and address of employer	Fashion Company MODA, Sv. Nikole, Macedonia
Type of business or sector	Textile sector
Dates	April 1996 onwards
Occupation or position held	Official Legal Court Translator
Main activities and responsibilities	translating official documentation, diplomas and certificates such as birth certificates, marriage certificates, certificates issued by the Primary Court, MIA, schools, faculties and other public institutions; preparing documentation for visas, contracts, court decisions etc
Type of business or sector	Ministry of Justice

Education and training

Dates	October 1991- September 1996																																								
Title of qualification awarded	Bachelor degree in English Language and Literature – - Translator in English Language / Teacher in English Language																																								
Principal subjects/occupational skills covered	Theory of Translating, Practice of Translating, English Literature, American Literature, Pedagogy, Methodics of Teaching																																								
Name and type of organization providing education and training	University Sv “Kiril i Metodij”, Skopje, Faculty of Philology, Department of English Language, Skopje, R. Macedonia																																								
Level in national or international classification	ISCED 5 – Translator / Teacher																																								
Personal skills and competences																																									
Mother tongue(s)	Macedonian Language																																								
Other language(s)	English, Serbian, Croatian, Bosnian																																								
Self-assessment <i>European level (*)</i>	<table border="1"> <thead> <tr> <th colspan="4">Understanding</th> <th colspan="4">Speaking</th> <th colspan="2">Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th colspan="2">Reading</th> <th colspan="2">Spoken interaction</th> <th colspan="2">Spoken production</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> </tr> <tr> <td>C2</td> <td>Proficient user</td> <td>C2</td> <td>Proficient user</td> <td>B2</td> <td>Proficient user</td> <td>B2</td> <td>Proficient user</td> <td>B2</td> <td>Proficient user</td> </tr> </tbody> </table>	Understanding				Speaking				Writing		Listening		Reading		Spoken interaction		Spoken production				C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	B2	Proficient user	B2	Proficient user	B2	Proficient user
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	(*) <i>Common European Framework of Reference for Languages</i>																																								
Social skills and competences	Member of Macedonian Dream Team with whom we have established our own translation agency Member of Macedonian team for localization of www.proz.com into Macedonian language																																								
Computer skills and competences	Windows XP; MS Office, Internet CAT tools: Trados Freelance 7, Wordfast 5, Joomla, Audacity																																								
Additional information <i>Description of the work experience</i>	<p>Translation, localization, proofreading and transcription for many companies as a member of Macedonian Dream Team and TRANSLATUM Ltd. (Macedonian into English and vice versa, Bosnian, Serbian, Croatian into Macedonian and English)</p> <ul style="list-style-type: none"> - Brochures and Flyers on Extended Aged Care at Home and Community Aged Care - Packages, 10000 words, <i>En > Mk</i> - Instruction Manuals on mining equipment, over 20000 words, <i>En > Mk</i> - Macedonian law of excises, 4.500 words, <i>En > Mk</i> - McDonalds HAPPY MEAL BOXES, over 4000 words, <i>En > Mk</i> - Internet pools and questionnaires; Investigator Manuals on Quest Diagnostics Clinical Trials, over 20000 words, <i>En > Mk</i> - Instruction Manuals for LG household appliances, 70000 words, <i>En > Mk</i> - Instruction Manuals for EPSON printers, 45000 words, <i>En > Mk</i> - Child protection conference minutes in a court, 5000 words, <i>En > Mk</i> - Laws, contracts, personal correspondence, <i>Serbian into English and vice versa</i> - Patent translation (pharmacy), over 10000 words, <i>En > Mk</i> - Brochures on cattle, pig and swine breeding and feeding, over 8000 words, <i>En > Mk</i> - Telecommunication – contracts, general, 12000 words, <i>Mk > En</i> - Web site localization - www.proz.com, www.prodamsam.com, <i>En > Mk</i> - Volunteers for www.translators4kids.com, <i>En > Mk</i> 																																								

Translator for the Sector of European Integration, Government of R. Macedonia

(some of the translated documents – Transport, Agriculture, Internal Affairs, Finance)

CELEX 31996L0069 – DIRECTIVE 96/69/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 8 October 1996 amending Directive 70/220/EEC on the approximation of the laws of the Member States relating to measures to be taken against air pollution by emission from motor vehicles

CELEX 22005D0560 - Decision No 3/2005 of the EC-EFTA Joint Committee on common transit of 17 June 2005 amending the Convention of 20 May 1987 on a common transit procedure (2005/558/EC)

CELEX 32006L0042 – Directive 2006/42/EC of the European Parliament and of the Council of 17 May 2006 on machinery, and amending Directive 95/16/EC (recast)

CELEX 31998R2135- COUNCIL REGULATION (EC) No 2135/98 of 24 September 1998 amending Regulation (EEC) No 3821/85 on recording equipment in road transport and Directive 88/599/EEC concerning the application of Regulations (EEC) No 3820/84 and (EEC) No 3821/85

CELEX 22005D0558 - Decision No 1/2005 of the EC-EFTA Joint Committee on common transit of 17 June 2005 amending the Convention of 20 May 1987 on a common transit procedure (2005/558/EC)

CELEX 31998R0075 - COMMISSION REGULATION (EC) No 75/98 of 12 January 1998 amending Regulation (EEC) No 2454/93 laying down provisions for the implementation of Council Regulation (EEC) No 2913/92 establishing the Community Customs Code (Text with EEA relevance)

CELEX 31999R0800 - COMMISSION REGULATION (EC) No 800/1999 of 15 April 1999 laying down common detailed rules for the application of the system of export refunds on agricultural products

CELEX 32000D275 – Commission Decision of 21 March 2000 on equivalences between certain categories of driving licenses (notified under document number C (2000) 511) (Text with EEA relevance) (2000/275/EC)

CELEX 22005D0558 – Decision No 1/2005 of the EC-EFTA Joint Committee on common transit of 17 June 2005 amending the Convention of 20 May 1987 on a common transit procedure (2005/558/EC)

CELEX 31998R2135 - COUNCIL REGULATION (EC) No 2135/98 of 24 September 1998 amending Regulation (EEC) No 3821/85 on recording equipment in road transport and Directive 88/599/EEC concerning the application of Regulations (EEC) No 3820/84 and (EEC) No 3821/85

CELEX 31993L0117 – TWELFTH COMMISSION DIRECTIVE 93/117/EC of 17 December 1993 establishing Community analysis methods for official control of feeding stuffs

CELEX 31999R1373 - COMMISSION REGULATION (EC) No 1373/1999 of 25 June 1999 amending Regulation (EC) No 2848/98 in the raw tobacco sector and fixing the guarantee threshold quantities which may be transferred to another group of varieties for the 1999 harvest

CELEX 32002R2182 - Commission Regulation (EC) No 2182/2002 of 6 December 2002 laying down detailed rules for the application of Council Regulation (EEC) No 2075/92 with regard to the Community Tobacco Fund

CELEX 31997L0002 – COUNCIL DIRECTIVE 97/2/EC of 20 January 1997 amending Directive 91/629/EC laying down minimum standards for the protection of calves

CELEX 32002R1030 – Council Regulation (EC) NO 1030/2002 of 13 June 2002 laying down a uniform residence permits for third-country nationals

CELEX 31993R0095 - COUNCIL REGULATION (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports