

## **CURRICULUM VITAE**

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### **Education:**

**BA in English and French Language and Literature**, University of Zagreb, Faculty of Philosophy, Department of English and French, 1999, Zagreb, Croatia

Intensive Preparatory Course for CPE, London, UK, 1993

Seminars:

**Excel computer workshop**, Boris Bastijanac dipl. ing. el., ProLogica d.o.o.

**Most common mistakes in translation**, Bojana Zeljko-Lipovšcak, prof. HTV Zagreb

Guest lecturer: Mr. sci. Nives Opacic, Faculty of Philosophy, Zagreb

**Word order and word combinations in Croatian and English**, David Limon Mphil, Faculty of Philosophy, Ljubljana

**Company Law Terminology**, Davor Babic, mr. sc. Faculty of Law, Zagreb

### **Professional experience:**

**August 2006 – today:** Proz.com member

- cooperated with a number of agencies translating various manuals and user guides for technical and medical equipment, IT equipment, SAP, etc.

**March 2006 – today:** *Littera Sr Translation Agency, Serbia*

- translator: manuals; proofreading (subjects: IT manuals and user guides, automotive, chemicals, medical)

**November 2005 – today:** *Iolar, Slovenia*

- translator: IT manuals, mobile phones user guides, software localization (in Trados, Tag Editor, Helium), EULAs, business correspondence

**October 2005 – today:** *Global Link d.o.o., Croatia*

- translator: ICT and education, E-Learning, EU legislative, various documents (UN, World Bank, NGOs)

**June 2005 – December 2005:** *Videon d.o.o., Croatia*

- subtitling (TV series)

**July 2002 – today:** *Linguamax Ltd. UK*

- translator, proofreader: subtitling, translation of press material, newsletters, legal and business correspondence, etc.

**January 1999 – today:** *Croatian Film Clubs' Association*

- freelance translator: jobs included subtitling, translation of business correspondence, contracts, technical manuals, etc. I regularly contribute translations to their quarterly magazine *Film Chronicle*, their bulletin *Note*, and their web site.

Translated two books published by the CFCA:

M. A. Ajanović *Animation and realism*, Croatian Film Clubs' Association, 2004;

D. Bordwell *On the History of Film Style*, Harvard University Press, Cambridge, Massachusetts, London, England, 1999).

**September 2000 – September 2002:** *Croatian National Radio*,

- freelance translator for English and French: translation of literary texts for their programs *Filmological Review*, *Filmoscope*, *Diaries and letters*.

**June 2001 – June 2004:** *Croatian National Archive*,

- freelance translator: contributed translations to their publications (*Croatian Film and Video Yearbook*, monographs)

**September 1995 – September 2002:** *Virtual D*, translation agency:

- subtitling and translation of film related material (translation and subtitling of over 300 film titles), translation of technical manuals.

**Computer skills:**

- Trados, Tag Editor, Helium, Wordfast, SDLX
- Excellent knowledge of Microsoft Word, Excel, Outlook
- Excellent knowledge of Wholesale and Retail Accounting Application

References available upon request.

Kind regards,

Mirela Škarica