

<b>Personal information</b>	<b>Šejla HODŽIĆ-IVANKOVIĆ</b> Poprati br. 33, 88 360 Stolac, BIH Phone: +378 62 107 518 Mail: <a href="mailto:sudskitumacfrancuskijezik@gmail.com">sudskitumacfrancuskijezik@gmail.com</a> LinkedIn: <a href="https://www.linkedin.com/in/sejla-hodzic-ivankovic-8a7060177/">https://www.linkedin.com/in/sejla-hodzic-ivankovic-8a7060177/</a>
	Date and place of birth: 30.11.1985 in Mostar, BIH
	Nationality: Bosnian and French
	<b>Speaking languages: Bosnian, French, English and Italian</b>
	<b>Driving license: B category</b>

I am a creative person whose best assets are the languages and the hard work I put to achieve my goals. The development of my translation business, my interpretation work and my experience as a project manager taught me to respect deadlines and budgets. I also learnt how to work as a team member and manage my coworkers' skills toward my mission statement and the corporate vision of my enterprise. I am an extremely organized person with high management skills. I tend to have a problem solving attitude with great end-oriented work capacity and self-reliance. My goal is to lead a team of project managers or to supervise translators/interpreters.

<b>Education</b>	Skema Business School, Lille, France (2006-2010) Subjects: Marketing, communication, commerce, economy and accounting Master in Management: Major in International commerce and trade
Training	How to write projects: local and foreign donators? – TACSO (2013)
Technical skills	ECDL certificate, Word, Excel, Power point, Outlook

<b>French</b>	<b>English</b>	<b>Bosnian</b>	<b>Italian</b>
Excellent	Excellent	Excellent	Good
Excellent	Excellent	Excellent	Good
Excellent	Excellent	Excellent	Good

## Work experiences:

- **Freelance English to French translator** for DevMark (from April 2018)

I am translating, writing and proofreading articles for a 95 % feminine audience on the theme "relationships". From January 2019, I'll also lead a new Web site on the subject eco-friendly cosmetics and clothes for children and moms.

- **Freelance English to French translator** for WikrGroup (from February 2018)

I am translating videos and articles from the English to the French language on different subjects: health, entertainment, fashion etc.

- **Freelance legal translator:** Legal interpreter for the French language (from 2016 – Stolac, BIH)

Attached to the courthouse, I am responsible for the translation of legal, medical and other themed documents for the French and Bosnian languages. Separately, I also lead all translations, to/from the English and Italian, that don't need a legal stamp.

- **Director** of the NGO "Neo Nomads (from 2014 – Stolac, BIH)

I am the project manager who writes the proposal and budgets. I manage the spending and supervise teams who work with tourists.

- **Project manager** of the NGO "House of the open heart" (2010-2013 – Mostar, BIH)

I was the person responsible for the budget management and research of funding. I reach to find Italian recurrent donators which permitted me to pay all our expenses (revenues, taxes and allowances). Thanks to my work, the NGO was able to offer seminars and trainings on personal development for young adults, women and elderly people. I personally led education on personal marketing.

- **Project manager** at Renault retail group (February 2009- October 2009 – Lille, France)

I managed two projects. In the first: "Consumers' Expectations and needs", my goal was to better the client's experience. I led tests and studies to understand what we needed to improve and facilitate our relation with the consumers. After my work, the satisfaction rate went up for 10%. The second project, "Environment", was due for a long time. I wanted to reduce the garage and selling points impact on our ozone layer. I created a charter of good behavior, supported by communication tools as posters, online newsletter and recurrent informative seminars.

- **Marketing and communication assistant** at ABInBev, bars&co (May 2008- January 2009 – Paris, France)

I organized the annual convention (search for prospectors, planning of seminars, reservation of locals etc...). I created and managed the internal and external newsletter that was a new way of staying up to date with your coworkers and your clients). I participated to the development of the firm's web site and created and led 10 events of promotion and communication (Coca-Cola, Orangina Schweppes, Bacardi Martini, Nestlé etc...)