

## Europass Curriculum Vitae

### Personal information



**First name(s) / Surname(s)** **Željana Kovačič**  
**Address** Strma 15, SI-2000 Maribor (Slovenia)  
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**E-mail(s)** zeljana.kovacic@gmail.com  
**Nationality** Slovenian  
**Date of birth** 11 October 1969  
**Gender** Female

### Desired employment / Occupational field

#### Translator and Proof-reader

### Work experience

|  |   |
|--|---|
| <p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p> | <p>26 March 2011 →</p> <p>Translator and proof-reader - Croatian language</p> <p>Translations and proofreading of Croatian translations; ongoing</p> <p>Biro 2000 d.o.o.<br/>Stegne 7, 1000 Ljubljana (Slovenia)</p> <p>Other service activities</p>  |
| <p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p> | <p>24 September 2008 →</p> <p>Translator and proof-reader</p> <p>Translations in following language pairs: Slovenian &gt; Croatian; German &gt; Croatian; English&gt;Croatian proofreading of Croatian translations; contract signed on 24th of sept 2008, cooperation still ongoing;</p> <p>Dvojka d.o.o.<br/>Celovška cesta 69 c, 1000 Ljubljana (Slovenia)</p> <p>Other service activities</p>   |
| <p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p> <p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p> | <p>26 September 2007 - 25 May 2008</p> <p>Translator</p> <p>Translation of "Ode to love", author Mira Ocepek from Slovenian into Croatian, 102 pages; published by the employer in 2008; ISBN 978-961-246-117-1;<br/>Tranlation of "Kandelar 2", author Marjetka Jeršek, from Slovenian into Croatian language; 263 pages; published by the employer in 2008; ISBN 978-961-246-117-1.</p> <p>Stella, Robert Pokorny s.p.<br/>Šmarješke Toplice 141, 8220 Šmarješke Toplice Šmarješke Toplice (Slovenia)</p> <p>Other service activities</p> |
| <p><b>Dates</b></p> <p><b>Occupation or position held</b></p> <p><b>Main activities and responsibilities</b></p>   | <p>27 September 2006 - 27 September 2007</p> <p>Translator</p> <p>Translations from Slovenian into Croatian and from German into Croatian for the needs of the translating agency "Mondolingua". Also proofreading of Croatian translations.</p>  |

Name and address of employer | Mondolingua Professional translation and communication (Mag. Harald Russeger)  
Richard Knollerstrasse 6/18, 5020 Salzburg (Austria)

Type of business or sector | Other service activities

Dates | 17 May 1994 - 17 October 1995

Occupation or position held | Translator

Main activities and responsibilities | Translation of "Emona, Archäologische Studien aus Krain", author Alfons Müllner, from German into Slovenian as a part of a team translation working on that project; 325 pages; published by Slovenian bibliophilic association, Ljubljana;

Name and address of employer | Slovenian bibliophilic association; Ivan Miran Knez - president  
Večna pot 15, 1000 Ljubljana (Slovenia)

Type of business or sector | Other service activities

Dates | 27 August 1993 - 31 December 1993

Occupation or position held | Translator

Main activities and responsibilities | Translation of HELP user manual of FOSS - sale programme package; from German into Slovenian; weekly record of translated pages; 302 pages;

Name and address of employer | TAM Informatika in sistemska logistika d.d.  
Ptujška cesta 184c, 2000 Maribor (Slovenia)

Type of business or sector | Other service activities

### Education and training

Dates | 01 September 1984 - 01 September 1988

Title of qualification awarded | economic technician - ino correspondent

Principal subjects / occupational skills covered | Business correspondence in German and English language;

Name and type of organisation providing education and training | Srednješkolski center Čakovec (Secondary school)  
Vladimira Nazora 36, 40000 Čakovec (Croatia)

Level in national or international classification | Secondary school

Dates | 01 September 1996 - 01 September 2000

Title of qualification awarded | Abs/ prof. of German language and literature

Principal subjects / occupational skills covered | study of German language and literature, pedagogical practice on elementary and secondary school as a teacher of German language and literature, translation - various fields economy, industry, educational, literature, law (contracts) etc.

Name and type of organisation providing education and training | University Maribor Pedagogical Faculty Maribor; (Faculty)  
Koroška c. 160, 2000 Maribor (Slovenia)

Level in national or international classification | VII

### Personal skills and competences

Other language(s)

Self-assessment  
European level (\*)

**Slovenian**

**German**

| Understanding |                 |         |                 | Speaking           |                 |                   |                 | Writing |                 |
|---------------|-----------------|---------|-----------------|--------------------|-----------------|-------------------|-----------------|---------|-----------------|
| Listening     |                 | Reading |                 | Spoken interaction |                 | Spoken production |                 |         |                 |
| C1            | Proficient user | C1      | Proficient user | C1                 | Proficient user | C1                | Proficient user | C1      | Proficient user |
| C1            | Proficient user | C1      | Proficient user | C1                 | Proficient user | C1                | Proficient user | C1      | Proficient user |

(\*) [Common European Framework of Reference \(CEF\) level](#)

|                                 |   |
|---------------------------------|---|
| Social skills and competences   | flexibility, team work, good communication skills gained through my cooperation with different translating agencies;                            |
| Computer skills and competences | knowledge in all MS Office applications commonly used like Word, Excel, Powerpoint; usage of CAT Tools Wordfast and SDL Trados, Matecat, Poedit |
| Artistic skills and competences | creative writing, literature, jazz and classic music, Pilates   |