



Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Brina Beškovnik**

Address(es) 5, Čokova ulica, 6320 Lucija, Slovenia
Yona HaNavi 34, Tel Aviv, Israel

Telephone(s) Mobile: SLO: +38640230173
ISR: + 972549946715

Fax(es) /

E-mail brina.beskovnik@gmail.com
Skype: BrinaBH

Nationality Slovene

Date of birth 21 March 1983

Gender Female

Desired employment / Occupational field

Translator/Project Manager

Work experience

Dates January 2009 - present

Occupation or position held Translator/Project Manager
Teacher of English and Italian
Proofreader for Slovenian

Main activities and responsibilities Management of translators located in different countries; communication with clients requesting translations and translators; monitoring and assisting translators, updating term bases and translation memories;
Organizing language courses; finding suitable teachers for different client requirements;
Teaching English/Italian/Slovenian at language courses (classroom or online)
Translating various types of texts (instructions for use, technical translations, contracts, guidelines, promotional material, catalogues, articles, etc.)

Name and address of employer Panteon College d.o.o., Linhartova 11, 1000 Ljubljana

Type of business or sector	Language School/Translation agency
Dates	2013-2015
Occupation or position held	Italian teacher (classroom and later online)
Main activities and responsibilities	Teaching Italian
Name and address of employer	Unija Računovodska Hiša, d.o.o. Tržaška 5015, Ljubljana, Slovenia www.unija.si
Type of business or sector	Accounting company
Dates	2012-present
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	Accompanying the client on an annual basis on tourist fairs in Italy to promote tourism in Slovenia, interpreting conversations between visitors/business partners Presenting promotional materials, providing information about tourist attractions, trips, accommodation, places to visit neighbouring countries.
Name and address of employer	LTO Prlekija Ljutomer, Jureša Cirila 4, 9249 Ljutomer, Slovenia www.jeruzalem.si
Type of business or sector	Local tourism agency
Dates	2014-present
Occupation or position held	Translator
Main activities and responsibilities	Translating technical documentation Proofreading
Name and address of employer	Graditera d.o.o., Ul. Hermana Potočnika 1, 1000 Ljubljana, Slovenia
Type of business or sector	Sales and service agency
Dates	2013-present
Occupation or position held	Translator/Proofreader
Main activities and responsibilities	Proofreading medical articles
Name and address of employer	Zavod srce, Dunajska 106, 1000 Ljubljana, Slovenia
Type of business or sector	Health counselling institute
Dates	2013-present
Occupation or position held	Translator
Main activities and responsibilities	Translation of website, promotional material, articles

Name and address of employer	TIC Kamnik, Glavni trg 2, 1240 Kamnik, Slovenia www.kamnik-tourism.si
Type of business or sector	Tourist and sport association
Dates	2011-present
Occupation or position held	Translator/Proofreader
Main activities and responsibilities	Translation of articles, publishing material, brochures; proofreading articles
Name and address of employer	Univerza na Primorskem, Fakulteta za turistične študije Obala 11a, 6320 Portorož, Slovenia www.turistica.si
Type of business or sector	Faculty of tourism studies
Dates	2009
Occupation or position held	Preparation of learning material:
Main activities and responsibilities	Preparing material for learning English online: http://deepblue.uni-mb.si/lukoper/English_Pre_Intermediate/index.html
Name and address of employer	Ljudska univerza Koper Cankarjeva 33, Koper, Slovenia http://www.lu-koper.si/
Type of business or sector	Education Institute
Dates	2009
Occupation or position held	Translator
Main activities and responsibilities	Translation of the book <i>Snott Henderson and the Orsom Tower Gang</i> into Slovene
Name and address of employer	Amanda Mlakar s.p., Raičeva 103, 1000 Ljubljana, Slovenia
Type of business or sector	Publishing Agency
Dates	February 2009
Occupation or position held	Translator
Main activities and responsibilities	Translation of the book <i>The love of my life</i> into Slovene.

Name and address of employer Desk d.o.o., Kosovelova 36, 6310 Izola, Slovenia

Type of business or sector Publishing Agency

Dates June 2008

Occupation or position held Translator

Main activities and responsibilities Translation of the manual *Le farfalle ed altri insetti del Monte San Simeone*

Name and address of employer Comune di Bordano (Municipality of Bordano), Piazza Rabin, 1-33010 Bordano (Ud), Italy

Type of business or sector Municipality

Education and Training

Dates 2002-2008

Title of qualification awarded BA in Translation

Principal subjects/occupational skills covered Translation English-Slovene, Slovene-English, Italian-Slovene, Slovene-Italian

Name and type of organisation providing education and training Filozofska fakulteta, Aškerčeva 2, 1000 Ljubljana (Faculty of Arts, University)

Level in national or international classification Level 7 according to Slovene classification

Personal skills and competences

Mother tongue(s) Slovene

Other language(s)

Self-assessment

European level (*)

English

Italian

Croatian

Hebrew

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user
C1 Proficient user	C1 Proficient user	C1 Proficient user	B2 Independent user	C1 Proficient user
B1 Independent user	B1 Independent user	B1 Independent user	A2 Basic User	A1 Basic user
A1 Basic user	A1 Basic user	A1 Basic user	A1 Basic user	A1 Basic user

(*) [Common European Framework of Reference for Languages](#); except for Hebrew

Social skills and competences* I have had good reviews as an English/Italian teacher, I have worker in various types of team project and I like working with other people.

Organisational skills and competences One of my task as Project Manager is to organise translation workflow, assign projects to translators and monitor their work. I am well-organized, accurate, punctual, motivated.

Technical skills and competences

Computer skills and competences	Thorough knowledge of CAT memoQ; thorough knowledge of MS Word, Internet, Windows XP, MS Outlook, good knowledge of Powerpoint, Excel; good knowledge of video making programme Cyberlink Powerdirector
Driving licence	I am a holder of a Slovene drivers licence. Category B vehicle.
Additional information	I have been self-employed since 2008 (name of company: Jeziček, prevajanje in jezikovno izobraževanje, Brina Beškovnik s.p.), and have worked for the employees mentioned above in the CV as a contract worker/freelance translator.
Annexes	Diploma Hebrew course certificate

1 November 2015