

## Curriculum vitae

### Basic information:

**Name:** Silvia  
**Surname:** MARKOVIC  
Registered seat: Sása 2021, 930 37 Lehnice, Slovakia  
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### Personal information:

**Born:** January 19.01.1989  
**Sex:** woman  
**Citizenship:** Slovak

### Expertise:

- Marketing materials
- Health / lifestyle
- Social sciences
- Business correspondence
- Commercial law
- Medical/Pharmaceutical
- Subtitling (marketing, series)
- Evangelical theology

### Interesting projects:

- Marketing materials for parking systems, legal documents for SKIDATA and SAYTECH (parking systems)
- Marketing materials for Ezzari, Rosa Gres (building companies)
- Business correspondence translation for law firm MAREK & PARTNERS, s.r.o.
- Legal translations for law firm Ruzicka Csekcs, s.r.o.
- Annual catalogues for exhibits of Guild of Goldsmiths and jewelers of Slovakia
- Subtitling (Netflix, Disney, EUROJUST)
- Marketing materials for BMV Slovakia
- Marketing materials and legal documents for QUINTA ESSENTIA (event management)
- Tech-marketing materials
- Cosmetics
- Translations for publications of Department of practical theology, Evangelical Faculty of Theology, Comenius University in Bratislava
- Translations for publications of Department of Psychology, Faculty of Education, Comenius University in Bratislava
- Regular translations for many Slovak and Czech translation agencies

Work experience:

10/2018 – present

- freelance Slovak/English translator and English/ Spanish teacher for natural and legal persons with license registered in The Trade Register of the Slovak republic

05/2017 – 10/2018

**Translator in the law firm Ružička Csekes, s.r.o.**

- administrative support for team of lawyers (meeting organization, correspondence, presentations)
- translations from/to English language
- administrative support for office, preparation of reports
- communication with clients and bureaus in Slovak and English language

01/2016 – 01/2017

**Assistant translator in the law firm MAREK & PARTNERS, s.r.o**

- communication with clients and visitors in Slovak / English
- communication and cooperation with all team members
- translations of texts, documents and emails according to instructions from the superior and other team members

01/2014 – 06/2015

**Sales representative assistant** for Spanish building companies Ezzari and Rosa Gres

- creating the databases of the target companies in the Czech Republic and Slovakia
- creating of materials and presentations for the first contact with potential clients
- acquisition of the new clients for the further cooperation

2012 – 2015

**Assistant/translator in the law firm JUDr. Imrisikova**

- communication with clients and visitors
- communication and cooperation with all team members
- translations of texts, documents and emails according to instructions from the superior and other team members
- administrative tasks for the superior

01/2014 – 06/2015

**Assistant for the sales representative** for Spanish building companies Ezzari and Rosa Gres

- creating the databases of the target companies in the Czech Republic and Slovakia
- creating of materials and presentations for the first contact with potential clients
- acquisition of the new clients for the further cooperation

Education:

2018 – 2020

Comenius University in Bratislava – Evangelical theology and social studies, Master's degree

2015 – 2018

Comenius University in Bratislava – Evangelical theology and social studies, Bachelor's degree

2003 – 2008

Bilingual Slovak-English gymnasium, Vranovska 2, Bratislava

Language skills:

Slovak – native  
English - fluent, level C1  
Czech – fluent C1  
Spanish – level C1

Certificates:

State language examination – English language  
Professional minimum for interpreter and translator

Computer skills:

Microsoft Office – advanced  
Microsoft Outlook – advanced  
Internet – advanced  
Adobe Reader – advanced  
MemoQ – advanced  
SDL Trados – intermediate  
OmegaT – intermediate  
Ooona - advanced  
Zoo subs – advanced  
GTS Pro – advanced  
Subtitle Edit - advanced