



Ivana Jerotić

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Date of birth: 7 Oct 1980 **Nationality:** Serbian

ABOUT ME

A freelance professional translator from English and Greek to Serbian.
Specialized fields: law, dramatic and performing arts, fashion

WORK EXPERIENCE

[2007 – 2010]

Translator

Carpediem

Translating from English and Greek to Serbian

[2013 – 2016]

Owner translation agency

Ars Linguae

Translating from English and Greek to Serbian

[2009 – 2010]

Administrative assistant

Secondary vocational school - Technical school

City: Belgrade

Country: Serbia

performing administrative and office support at Student's office, answering telephone calls, receiving and directing visitors, ordering office supplies, preparing students documents for exams,

[2010 – 2018]

Administrative assistant

School of beauty and makeup

City: Belgrade

Country: Serbia

performing administrative and office support at Student's office, answering telephone calls, receiving and directing visitors, ordering office supplies, preparing students documents for exams

[Jan 2018 – Sep 2023]

Coordinator at secondary school

School of beauty and makeup

City: Belgrade

Country: Serbia

scheduling classes, supervising realization school classes, communicating with external business entity, organizing and managing during students' competitions, celebrations, etc.

as coordinator of EU projects main duties are:
managing the students' applications and admissions, handling all the administration,
supervising realization of projects, reports, etc.

[2022 – Current]

Theatre history teacher secondary school

School of beauty and makeup

City: Belgrade

Country: Serbia

providing education to students, young adults, in a secondary school setting, preparing lesson plans and materials, monitoring the students progress, evaluating the students knowledge and performance on the subject of theatre history through assignments, tests and examinations.

EDUCATION AND TRAINING

[1995 – 1999]

administrative officer

Law Office Automation School

Address: Svetogorska 48, 11000, Belgrade, Serbia

[1999 – 2007]

Bachelor with Honours in Philology, Greek department

Faculty of Philology

Address: Studentski trg 3, 11000, Belgrade, Serbia

[2021 – 2022]

Master of Arts in Theory of Art

Faculty of Dramatic Arts

Address: Bulevar umetnosti 20, 11070, Beograd, Serbia

[5 Dec 2022 – 5 Dec 2022]

Defining quality outcomes for planning international mobility in vocational education

Tempus

Address: Zabljacka 12, 11000, Belgrade, Serbia

[4 Jul 2022 – 4 Jul 2022]

Certificate of Attendance

UNISER

Address: di Porta Galliera 1/2a, 40126, Bologna, Italy

LANGUAGE SKILLS

Mother tongue(s): Serbian

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Greek

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Zoom | Facebook | Microsoft Powerpoint | Microsoft Word | Power Point | Google Docs | Skype | Organizational and planning skills | Written and Verbal skills | Good listener and communicator | Internet user

CONFERENCES AND SEMINARS

[24 Sep 2012 –
24 Sep 2012]

Advanced translator skills virtual event Webinar

Write here the 4th annual FREE freelance translator virtual event series. Celebrating international translation day with an entire week of online events for freelance translators.the description...

[25 Sep 2012 –
25 Sep 2012]

ProZ.com day Webinar

Write here the description...

[27 Sep 2012 –
27 Sep 2012]

2012 Freelance translator virtual conference

[30 Sep 2015 –
30 Sep 2015]

ProZ.com 2015 virtual conference for International Translation Day

[30 Sep 2023 –
30 Sep 2023]

Translators for translators Webinar