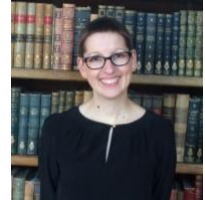


JELENA BURGIĆ SIMMONS

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PROFILE

Jelena is a linguist with more than 20 years of experience in editing, copy editing, writing, and translation/interpretation. She specializes in linguistic services in the context of international development, governmental and nongovernmental sectors, public policy, legislation, and academia. Jelena speaks six languages and takes pride in her meticulous focus on detail, thorough understanding of and analytical approach to syntax and grammar, and ability to make language in any written document approachable and easy to understand. She greatly enjoys tackling challenges, especially those related to linguistics. She loves working in multicultural and multidisciplinary environments, and has a keen interest in the intersection between cultures, social norms and traditions, and language. Jelena is passionate about social justice, and has significant experience in gender equality and social inclusion, and democracy, human rights, and governance.

EXPERIENCE

Freelance Editor and Writer, Self-employed at Meaningful Language; 2020–Present

Providing copy editing, line editing, developmental editing, structural editing, proofreading, layout/formatting, and writing services to a range of clients working on international development, human rights, and gender equality and social inclusion projects.

Editor and Writer; EnCompass LLC, Rockville, MD; 2016–2020

As the lead copy editor on the company's communications team, provided high-quality, audience-focused editorial services (copy editing, proofreading, and substantive editing) and document production (formatting) support for external and internal communication products (e.g., reports, studies, strategies, training material, work plans, business proposals, blog posts, white papers, and news articles) in compliance with the company's and clients' branding and marketing standards. Served as the proposal writer (2017).

Collaborated with other staff members to manage incoming requests, assess individual and team workload, and prioritize tasks. Supervised and mentored other communications staff as needed. Helped create and update templates for reports and other documents, and orient teams on how to effectively use them. Periodically reviewed the company Style Guide and related tools and resources to reflect current industry trends or organizational changes. Designed and delivered orientation sessions to improve staff's knowledge and skills related to editing, writing, and the company's style. Contributed to team and corporate work plans, quality initiatives, and other activities pertinent to the communications team.

Freelance Linguist; Self-employed at Meaningful Language; 2011–2016

Edited reports, research papers, strategies, studies, work plans, presentations, publications, news articles covering a range of topics, such as gender equality and women's empowerment, public health, education, rule of law, democracy and human rights in conflict-affected and post-conflict environments, agriculture and food security, and free media and journalism. Wrote and edited proposals, and provided business development expertise for contracts funded by USAID, the State Department, United Nations, the MacArthur Foundation, Bill & Melinda Gates Foundation, and other international organizations.

Translated and proofread European Union-issued legal documents, technical documentation, patents, contracts, laws, books, academic dissertations, manuals, and similar material in the following language pairs: French to English, English to French, Serbian-Bosnian-Croatian to English, French and English to Serbian-Bosnian-Croatian.

Translator/Interpreter; USAID/Serbia and Montenegro, Belgrade, Serbia; 2007–2011

Provided simultaneous and consecutive translation for the ambassador, deputy chief of mission, USAID

leadership, and other staff, including at official discussions, meetings, and events with the highest-level country and international community officials, and social, economic, and political stakeholders.

Edited, proofread, and translated USAID mission's communication and outreach materials, and served as a protocol liaison for events and conferences. Translated technical, scientific, economic, and political project documents, such as memoranda of understanding, contracts, draft laws, governmental regulations, scientific studies, technical specifications, public outreach materials, and correspondence.

Public Information Specialist; America's Development Foundation, Serbia; 2001–2007

Maintained regular contacts with media and managed public information related to the USAID-funded \$20-million community development program in Northern and Eastern Serbia. Prepared background and briefing material on projects, and social and political environment for donors and local and international partners. Organized and coordinated press conferences, media tours, and other public events.

Wrote project work plans, quarterly and annual reports, success stories, and fact sheets USAID used to inform its programming and the public about U.S. Government activities in Serbia. Developed training content and materials, facilitated training for program beneficiaries and media in public information, project management, fundraising, volunteerism, advocacy, monitoring and evaluation, and teambuilding. Coordinated cooperation and joint projects with local, regional, and national authorities, as well as local community and representatives of the business sector.

Assistant Coordinator; Fund for an Open Society, Novi Sad, Serbia; 1997–2001

Assisted nonprofit organizations working in the region of Vojvodina (northern province of Serbia) in training, fundraising, marketing, and exchange of information within the sector. Managed projects dealing with conflict mitigation and inter-ethnic cooperation. Wrote and translated project proposals and reports. Coordinated NGO cross-border cooperation and implementation of joint initiatives. Organized and coordinated public events and international conferences. Provided consecutive and simultaneous translation at conferences and meetings with donors. Served as Member of the Board for Citizens' Observatory for Danube-Kris-Mures-Tisa European Region.

EDUCATION

- MA/BA, Novi Sad Faculty of Philosophy, French Language and Literature (major), Applied Linguistics (minor) (1999)
- AA, Philological Lycée "Karlovačka Gimnazija," Translator of Modern Languages – English (1995)
- Cambridge University Certificate of Proficiency in English, British Council, Belgrade (2005)
- Certificate, Women's Studies and Research Institute "Mileva Marić Einstein," Novi Sad (1997)
- Certificate for French in Economy and Commerce, French Chamber of Commerce and Industry, Paris (1995)
- Certificate for French in Secretarial Business, French Chamber of Commerce and Industry, Paris (1994)
- USAID Certificate for Project Design and Management (2009)
- USAID Certificate for Planning Foreign Assistance (2007)

AWARDS

- Meritorious Honor Award for High Level of Professionalism, U.S. Embassy Belgrade, Serbia (2008)
- Certificate of Appreciation for High Level of Professionalism, USAID/Serbia and Montenegro (2007)

LANGUAGES

- English, Serbian-Bosnian-Croatian: functionally native proficiency (level 5)
- French: general professional proficiency (level 4)
- Italian, German, Hungarian: limited working proficiency (level 2)