

# Curriculum Vitae

## Mrs. DENIĆ MARIJA

### Contact Information:

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### Languages:

- Serbian (native speaker)
- English (15 years of formal study, 9 years of professional practice in translation and interpretation)
- Croatian (near to native, proficient)
- Bosnian (near to native, proficient)
- German

### Working Language Pairs:

- English > Serbian, English > Croatian, English > Bosnian, English > Montenegrin
- Serbian > English, Croatian > English, Croatian > English, Montenegrin > English
- German > Serbian, German > Croatian, German > Bosnian, German > Montenegrin

### Specialization:

Software Localization, Automotive field (Cars/Trucks/Buses/Bikes), Medicine, Telecommunications, Technical manuals, User guides and Operating instructions, IT, Engineering, Mechanical Engineering, Petroleum Engineering, Computer Engineering, Data Communications, Heating Air Condition and Refrigeration, Economics (Entrepreneurship, Business General, Banking and Financial, Business Administration and Management, Marketing), Entertainment, Tourism and travel.

### Services:

- Written translations
- Proofreading & editing
- Software localization

### Software:

Windows XP PRO, Office XP (Excel, Word, Access, Power Point, Internet Explorer, Outlook Express)

### CAT tools:

TRADOS Freelance version 7.5  
TRADOS Freelance version 5  
SDLX 2006  
Wordfast 5  
Star Transit XV Smart  
Mneme Suite 1.9.6.0  
Texa translator

### DTP packages

Adobe Acrobat 7.0 for PDF output  
Adobe PageMaker  
Adobe Frame Maker 7  
Quark Express 6.1  
Adobe Photoshop 5.5  
Adobe Illustrator

### Equipment:

Notebook AMILO L1310 / L1310G, 80 GB hard drive, DVD/CW – RW Double Layer, Internet connection – Cable Internet (512 Kb/sec)  
PC (P4, 1 GHz, 512 RAM, 80 GB hard drive, cable internet connection - 512 Kb/sec)  
HP laser printer 6L, Samsung Laser printer ML-2250, HP Scanner, UPS

## Capacity:

Daily (average): 2.500 – 3.800 words per day

Weekly (average): 26.000 words

Depending on area of specialization, CAT tool used and DTP work needed.

## Education:

- Novi Sad University, Faculty of Business in Services, Novi Sad, Serbia – Master of Economics
- Novi Sad University, Faculty of Business in Services, Novi Sad, Serbia – Bachelor of Economics
- University of Niš, Faculty of Economics, Niš, Serbia – Associate in Economic Science
- English: 16 years of active study (from primary, through secondary school and university studies, until today).
- Courses: Strategic management, Banking, Insurance and risk management, banking management, bookkeeping - theoretical and practical.
- Seminars: AVL Ditest Graz – Sales and Strategy seminar in September 2003, Texa Spa – PD Start Up truck seminar December 2004, AVL Ditest Sales and Marketing seminar September 2005.

## Translation Experience:

9 years of English to Serbian (Croatian, Bosnian) and vice-versa Translation/Interpretation/Proofreading/Editing experience in software localization, automotive field (cars, trucks, buses, bikes), medical translations, telecommunications, IT, software, hardware, business communication, administration and finance, marketing materials, education, publications, brochures, manuals, technical documents, newsletters, web sites, books, etc.

Among other translation projects I have completed I would extract the following:

- Cooperation with company **SKRIVANEK Ltd.**, on different translation, software localization and proofreading projects (such as Warner Bros Studios, Bose, Carlsberg, UW Pain & Policy Studies Group, Altria Group, Inc, Kenexa Online Survey, Hyatt Regency, etc)
- Cooperation with **BIRO 2000 D.O.O.** on different translation software localization and proofreading projects (for Alcatel, Sagem, Dräger Medical AG & Co. KG, Siemens AG, etc).
- Project of diagnostic software localization for company **KNORR-BREMSE** ([www.knorr-bremsesfn.com](http://www.knorr-bremsesfn.com)), completed in December 2006 in cooperation with Agency Espell ([www.espell.com](http://www.espell.com)). Requested CAT tool: Trados 7.5.
- Project of software localization for company **SEAT Croatia** ([www.seat.com.hr](http://www.seat.com.hr)) completed in December 2006 in cooperation with agency Future Trans (<http://www.future-trans.com>). Requested CAT tool: Trados 7.5.
- Project of AUTODATA automotive information system CD 1 software localization for company **AUTODATA LIMITED** ([www.autodata.ltd.uk](http://www.autodata.ltd.uk)), England - with number of subjects including: Technical data, vehicle identification, service adjustments, lubricants and capacities, ignition system, fuel system, tightening torques, brake discs and brake drums, repair times, wheel alignment, timing belts, timing chains and gears, tyre sizes and pressures, service illustrations, service schedules, service interval indicators, key programming, diagnostic trouble codes, engine management systems, pin data, trouble shooter, airbags/SRS, air conditioning, ABS, electrical component locations and wiring diagrams; Covering technical specifications for passenger cars producers like: Audi, VW, Seat, Skoda, PSA group, BMW group, Mercedes Benz, GM group, etc. Requested CAT tool: Trados 7.5. (more than 100.000 words).
- Project of AUTODATA automotive information system CD 2 software localization for company **AUTODATA LIMITED** ([www.autodata.ltd.uk](http://www.autodata.ltd.uk)), England. Requested CAT tool: Trados 7.5. (more than 200.000 words).
- Translation of Customer Relationship Management (CRM) and User Guide and Manual for BMW in cooperation with company **HGS Concept GmbH** ([www.hgs-concept.de](http://www.hgs-concept.de)).
- Project of universal diagnostic software localization for company **TEXA SPA**, Italy ([www.texa.it](http://www.texa.it)) for: - Passenger cars: translation from version 1 up to version 23.0.0 for Cars (more than 330.000 words) - Trucks, Busses and Trailers: translation from version 1 up to version 7.0.2 for Navigator Classic or Navigator Mobil unit (complete 179,793 words). - Localization of universal diagnostic software for Trucks, Busses and Trailers from version 1 up to version 90.0.2 for Axone 2000 unit (76.261 words).
- Translation of legal documents, annual subscription contracts and contracts for products distribution of TEXA Spa products, as well as for ex-Vetronix Corporation USA ([www.vetronix.com](http://www.vetronix.com)), now **Robert Bosch Group**.

- Software localization project for company **AVL DITEST** (www.avlditest.com) – completed project of diagnostic software localization from version 1 up to version 11; translation of gas analyzer/opaciometer for AVL Dicom 4000 software; translation of manuals for AVL universal diagnostic software and translation of software for automotive oscilloscope;
- Software localization project for company **GRUNDIG INSTRUMENTS** - translation of universal automotive diagnostic software for passenger cars and software for automotive oscilloscope;
- Software localization project for company **CARSOFT INTERNATIONAL** (www.carsoftinternational.com) - translation of Carsoft Mercedes Benz diagnostic software, as well as translation of Carsoft BMW diagnostic software in complete volume of 588.000 words.
- Software localization for company **HUNTER ENGINEERING COMPANY, USA** (www.hunter.com). Localization of the software for Wheel Alignment System, Wheel Balancers and Tire Changers.
- Software localization for company **MAHA Maschinenbau GmbH**, Germany. Software localization and translation of manuals for MAHA Test Lane Systems (Roller-Brake Testers, Shock Absorber Testers, Side Slip Testers, Play detectors, Headlight Testers, Diesel Engine Emissions Testers, Opaciometers) for Cars, Trucks, Vans and Motorcycles.
- Translated different documents for **FACULTY OF MEDICINE** Nis, including:
  - *Multiplication of cardiac natriuretic peptides through beta-receptors: evidence from study of population*
  - *Intraveinal alfalcidol effect on phenotype lymphocytes detection with patients on hemodialysis,*
  - *Suppositive display of proteins -1, -3, and -5 alike insulin that bond growth factor during early faze of renal hypertrophy with rats,*
  - Hydrotherapy, mechanisms of physiological effect of hydrotherapy, effect on the arterial hypertension
  - Clinically prescribed sun protection (protection factor 15)
- In cooperation with my colleague and adviser for medical translations and proofreading from Medical Faculty of Nis University, Ms. Natasa Šelmic finalized large number of medical translations among which I would extract:
  - *Color Doppler Sonography of pleomorphic adenoma, European Congress of Radiology, Wienne, 2003*
  - *Microbiological findings of root channel flora in acute and chronic periapical periodontitis, Makedonski stomatološki pregled 2002, 1-4, 63-70*
  - *Microbiological status of different areas of tooth, Facta Universitatis, 2002, 3 (9): str.236-239*
  - *Etiopathogenetic aspect of congenital anomalies, Fetus as a Patient, 18<sup>th</sup> International Congress, Budapest, April, 2002*
  - *Ectopio cordis/ Case Report, Fetus as a patient, 18<sup>th</sup> International Congress, Budapest, April 2002*
  - *Gastroshisis/ Case Report, Fetus as a Patient, 18<sup>th</sup> International Congress, Budapest, April 2002*
  - *Sonography of salivary gland tumours, Euroson, 1996, Budapest*
- Translated user guides, installation and service manuals, operating and owner's manuals, brochures and other documentation for all sorts of machines, hardware, software, communication systems, electronic devices, vehicle diagnosis for different clients like:
  - BMW AG – Installation manual and user quick guide for BMW AdressPLUS 11 Customer Management Relationship system
  - AREVA, France (www.areva.com) - Electrical energy solutions
  - Saunier Duval, France (www.saunierduval.fr) - Air-conditioning systems
  - Siemens AG
  - ABAC ARIA COMPRESSA, Italy (www.balma.com) - Piston and Screw compressors
  - BOGE COMPRESSOREN, Germany (www.boge.com) – Screw compressors for industrial use
  - TELWIN SRL, Italy (www.telwin.com) - Welding equipment
  - CHICHAGO PNEUMATIC, USA (www.chicagopneumatic.com) - Pneumatic tools
  - NUSSBUAM LIFTS, Germany (www.nussbaum-lifts.de) - Automotive lifts
  - COSNUL LIFTS GMBH, Germany (www.consul-gmbh.de) - Automotive lifts
  - ISTOBAL S.A., Spain (www.istobal.com) - Automotive Cleaning solutions
  - HUNTER ENGINEERING COMPANY, USA (www.hunter.com) - Wheel Alignment, Wheel Balancers and Tire Changers

- Cooperation with **EUROTRA 2000 S.A.S. DI ROSSANO ROSSI & C.** on the project of translation of Installation and operation manuals for company **AREVA**, France.
- For company **MAHA Maschinenbau GmbH, Germany** Translation of software and manuals for testing Technology (Roller-Brake Testers, Shock Absorber Testers, Side Slip Testers, Play detectors, Headlight Testers, Diesel Engine Emissions Testers, Opaciometers) for Cars, Trucks, Vans, Motorcycles.
- For company **INTERTRANSLATIONS, Cyprus** completed translation of tender documentation for Telekom Srbija.
- Completed translation of Projects for **SERBIAN CHAMBER OF COMMERCE**: Support to Enterprise Development and Entrepreneurship Programme for European Agency for Reconstruction.
- Translation of document for Faculty of Economy: **International Monetary Fund (IMF)**, 11.700 words.
- Provided simultaneous interpretation for numerous meetings and negotiations between TEXA Spa, AVL Ditest, MAHA Maschinenbau Haldenwang GmbH & Co.KG and GIIR d.o.o. Topics: contract negotiation and financing, technical questions and issues and help-desk questions.

## **Other Related Experience:**

### **Deputy Manager, GIIR d.o.o Nis**

March 2005 - current

- Represented GIIR Company to perspective commercial clients, as well as with foreign partners. Established quality relationship with clients resulting in higher territory sales.
- Managed specially assigned projects for the Strategic Planning/Commercial Lending projects.
- Generated and managed 6-12 months business plans for launching of new products and establishing sales network in Serbia.
- Made market research and developed domestic market for a series of innovative automotive products in company's product range.
- Developed strategies for ongoing sales while managing customer database and high level of customer's satisfaction.
- Developed an in-house communication and organization system to minimize delivery times to customer.
- Initiated a major training programme for all staff in the promotion of GIIR's products both home and abroad (Italy, Austria, Germany).
- Directed a team of technicians and clerks.
- Developed a financial line for financing clients with leading Banks and Leasing companies.

### **Ino-correspondent and technical advisor and translator, GIIR d.o.o Nis**

Sept. 2003 - 2005

- Established and maintained day-to-day contact with foreign partners and suppliers, everyday business correspondence.
- Managed export-import activities and documentation, international and domestic payments, kept accurate reports and analysis of the business results
- Regularly maintained necessary documentation concerning import and export papers, as well as, bank reports
- Simultaneous translation for GIIR d.o.o company (during all of the business meetings, technical and commercial trainings, negotiations from year 2000 until today)
- Translation of different business documents, manuals, brochures, training material for the needs of the company
- In cooperation with my colleague Mr. Darko Mrcic completed Serbian translation of:
  - AUTODATA information system using TRADOS Freelance software,
  - Grundig Instruments diagnostic software and information system
  - AVL Ditest universal automotive diagnostic software,
  - TEXA Spa diagnostic universal automotive software using TEXA Translator tool,
  - Hunter Engineering Wheel Alignment software, Hunter Engineering Wheel Balancers and Tire changer software,
  - Carsoft International diagnostic automotive software for Mercedes Benz and BMW,
  - TEXA Spa Air Conditioning Service Equipment software, MAVRE srl Air Conditioning Service Equipment software
- Completed translation of technical documentation, operating and user manuals and brochures, as well as promotional material, catalogues and depliants for companies like TEXA Spa diagnostic tools, AVL Ditest, MAHA Maschinenbau GmbH, Otto Nußbaum GmbH & Co KG, Consul lifts GmbH, Telwin Spa welding equipment, Abac Compressors Spa, BOGE Kompressoren, etc.
- Developed terminology database and manage it through the years of experience
- Organized presentation of the company and its products on domestic and international Fairs and exhibitions

### **Technical advisor and translator, GIIR d.o.o Nis**

Sept. 1998 - 2003

- Done different technical translation of technical and administrative documentation and technical, operating and user manuals
- Worked on on-line for diagnostic troubleshooting concerning diagnostic and automotive tools

## **Additional areas of Interest:**

- Traveling, reading (literature, novels, history, daily news, Cosmopolitan without exception, Automotive industry news), Films, TV (Viasat History Channel), Music, Internet.