


Mateja
Ilišin

DATE OF BIRTH:
04/10/1993


CONTACT

Nationality: Croatian

Gender: Female

 Hrvatskih branitelja 25,
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EDUCATION AND TRAINING

05/05/2021 – Croatia

Authorized Court Interpreter

Commercial Court in Osijek

01/10/2015 – 03/09/2018 – Osijek, Croatia

Master of English Language and Literature (specialized in translation) and Pedagogy

Faculty of Humanities and Social Sciences

01/10/2012 – 01/10/2015 – Osijek, Croatia

Bachelor of English Language and Literature and Pedagogy

Faculty of Humanities and Social Sciences

01/09/2008 – 01/06/2012 – Našice, Croatia

General Grammar School

Isidor Kršnjavi high school

WORK EXPERIENCE

15/03/2021 – CURRENT – Osijek, Croatia

Translator, Language Teacher

EUDIALOG d.o.o.

07/06/2018 – 30/11/2019 – Osijek, Croatia

Translator, Editor and Proofreader

Sinonim d.o.o.

- Experience in using CAT tools: e.g., Smartcat, Trados, MemoQ
- Translating, editing and proofreading texts in English and Croatian (EN>HR, HR>EN)
- Using Xbench for text QA
- Main translating fields: legal texts, EU texts, financial texts, tourism, technical texts
- Monthly quantity: translation/revision of 200-300 standard pages

27/03/2017 – 29/06/2018 – Osijek, Croatia

Web editor

Betaventure d.o.o.

- Editing and proofreading texts for various websites in English
- Working in affiliate marketing
- Editing web pages for various clients

01/04/2016 – 30/06/2016 – Osijek, Croatia

Translator

Cetratour Tourist Agency

Consecutive and simultaneous interpreting for tourists from different parts of the world

LANGUAGE SKILLS

MOTHER TONGUE(S): Croatian

OTHER LANGUAGE(S):

English

Listening
C2

Reading
C2

**Spoken
production**
C2

**Spoken
interaction**
C2

Writing
C2

Spanish

Listening
B1

Reading
B1

**Spoken
production**
A2

**Spoken
interaction**
A2

Writing
A2

DIGITAL SKILLS

Internet / MS Office (Word Excel PowerPoint) / SmartCAT / Trados / Xbench / Computer abilities

COMMUNICATION AND INTERPERSONAL SKILLS

● **Communication skills and interpersonal skills**

Excellent command of English and Croatian gained during my studies, as well as through my experience as a professional translator. Ability to organize and manage a small team of translators for a translation project, often regarding a large project in a short period of time.

ORGANISATIONAL SKILLS

● **Job-related skills**

Extensive knowledge of and experience in various translation fields. Over time I've specialized in translating legal and financial documents, as well as texts in the field of tourism.

Ability to work effectively under pressure (regarding large projects and short deadlines).

Ability to adapt the translation to the source culture.