



Olivera Ristanovic-Santrac

FREELANCE TRANSLATOR/INTERPRETER (ENGLISH-SERBIAN & SERBIAN-ENGLISH), MITI

EXPERIENCE

Freelance Transcreator

Hogarth Worldwide Limited • London (United Kingdom) • Freelancer • Since December 2015

- ▶ Transcreation, translation, proofreading, editing
- ▶ Final copy validation, assessment of new talent

Freelance Translator and Independent Consultant

Serbian City Club <http://www.serbiancityclub.org/> • London (United Kingdom) • Freelancer • Since March 2012

- ▶ Providing translation services to the Club's members
- ▶ Consulting and assisting with the maintenance of the Club's website

Freelance Interpreter (Serbian - English - Serbian)

Freelance • Since October 1998

- ▶ Consecutive, Simultaneous, Chuchotage/Whispered, Liaison and Telephone Interpreting

Freelance Translator

European Integration Office of the Government of the Republic of Serbia

• Belgrade (Serbia and Montenegro) • Freelancer • September 2010 to December 2011

- ▶ Cooperating with the European Integration Office on the translation of the Acquis Communautaire from English into Serbian (translated 582 pages in 2011)
- ▶ Confirmation available on request

Freelance Translator

Halifax Translation • Belgrade (Serbia and Montenegro) • Freelancer • October 2009 to June 2010

- ▶ A member of a pool of translators working within the Project "Translation of the Acquis in Serbia Re-launch", which was implemented by the company Halifax Translation in close cooperation with the European Integration Office of Serbia
- ▶ Translated 430 pages of Acquis Communautaire (EU law) from English into Serbian
- ▶ Recommendation available on request

English-Serbian In-House Translator/Interpreter

Petroleum Industry of Serbia - Pancevo Oil Refinery • Pancevo (Serbia and Montenegro) • Full-time • April 1997 to September 2009

- ▶ TRANSLATING:
 - ▶ manuals, instructions, guidebooks on chemical, mechanical, civil and electrical engineering
 - ▶ modernisation projects, material on new technologies
 - ▶ texts for the ICT and R&D Departments
 - ▶ commerce, finance and economy related documents
 - ▶ contracts and other legal documents
- ▶ INTERPRETING:
 - ▶ consecutive, chuchotage, liaison interpreting at meetings with foreign partners

Freelance translator

Law Firm "NST Law" <http://www.nstlaw.rs/> • Belgrade (Serbia and Montenegro) • Freelancer • Since 2010

- ▶ A long-standing freelance collaboration - translation of legal texts from Serbian into English and English into Serbian

Contact

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About Me

A seasoned translator and interpreter, with 20 years of experience, specialising across a wide variety of fields, such as chemical, mechanical, electrical, civil engineering, law, politics, EU legislation, ISO, IEC and EN technical standards.

A qualified member of the Institute of Translation and Interpreting (MITI).

Since moving to the UK, I have also been working as a journalist, covering cultural events in the Serbian community in London, both in English and Serbian.

Freelance Translator

The Institute for Standardisation for Serbia and Montenegro in cooperation with the Danish Technological Institute • Belgrade (Serbia and Montenegro) • Freelancer
• January 2005 to September 2006

- ▶ Translating ISO, IEC and EN technical standards from English into Serbian in the scope of EU/CARDS project "SCG – Quality"
- ▶ Translated in total 39 standards, amounting to 1724 pages

Freelance Translator

Transparency Serbia • Belgrade (Serbia and Montenegro) • Freelancer
• February 2003 to April 2010

- ▶ Translating legal and political texts from Serbian into English
- ▶ Publications of legal, administrative and political texts translated from Serbian into English:

- Introductory notes, Chapters 1 & 2 of "Financing Presidential Electoral Campaign in Serbia 2004" – Transparency Serbia

http://www.transparentnost.org.rs/stari/english/PUBLICATIONS/presidential_electoral_2004.pdf

- Parts of "Conflict of Public and Private Interest and Free Access to Information" – Legal Assessment and Field Research - Serbia 2003 – Transparency Serbia

<http://www.transparentnost.org.rs/stari/english/PUBLICATIONS/conflict.pdf>

Freelance Translator

Serbian Ombudsman Office • Belgrade (Serbia and Montenegro) • Freelancer
• March 2010 to October 2011

- ▶ Translating texts from Serbian into English and vice versa, related to public administration, rights of citizens, Twinning Project

Translation Project Manger

Universal Language Solutions • London (United Kingdom) • May 2016 to October 2016

- ▶ Handling all aspects of multiple translation projects in a fast-paced environment
- ▶ Coordinating all project phases, from initial contact with the client, through placing texts with appropriate translators and proofreaders, performing quality checks on translated and proofread files, to delivering completed translation projects to the client and invoicing
- ▶ Establishing and maintaining excellent relationships with both suppliers and clients
- ▶ Recruitment of freelance translators/proofreaders
- ▶ Management of long-term projects and commercial accounts

Freelance Journalist

Freelance • London (United Kingdom) • Since February 2013

- ▶ Promoting and writing reports, both in English and Serbian, on the cultural events related to the Serbian community in London
- ▶ Texts published in the British-Serbian online magazine "Britic" and Serbian Broadcasting Company's (RTS) website - the diaspora section

SKILLS

Certified Member of the Institute of Translation and Interpreting

- ▶ MITI

Court Translator/Interpreter (English to Serbian & Serbian to English)

- ▶ Official seal acquired in Serbia

Translation/Interpreting

- ▶ Editing ★★★★★
- ▶ Proofreading ★★★★★
- ▶ Subtitling ★★★★★☆
- ▶ Localisation ★★★★★
- ▶ Consecutive and simultaneous interpreting ★★★★★

CAT Tools

- ▶ SDL Trados Studio 2009 (SP3), SDL Passolo 2009, TagEditor (8.0), Tstream Editor 4.2, memoQ, Wordfast

EDUCATION

BA in the English Language and Literature

Faculty of Philology - University of Belgrade

Certificate of Proficiency in English

University of Cambridge, Local Examinations Syndicate • Since December 2001

Certified Translator/Interpreter

Association of Scientific and Technical Translators of Serbia • Since July 2004

Completed Course in Consecutive and Simultaneous Interpreting

Multilingua, Belgrade

Prince2 Foundation Certificate

APMG International • Since 2014

Completed Course in Web Journalism

Journalists' Association of Serbia • Since 2014