



Ivana Bjelac
Professional Freelance Translator
Croatian from English/German/French



Contact info

Name: Ivana BJELAC
Address : Velika Draga 6, 10291 Prigorje Brdovečko, Croatia
Phone: +385 1 3392-689
Fax: +385 1 3357-805
Mobile: +385 98 363-239
E-mail: ivana.bjelac@zq.t-com.hr , ivana2005@gmail.com

Skype: croatian_translations
Google Talk: ivana2005

Native language	Croatian
Language pairs	<ul style="list-style-type: none">• English into Croatian/Serbian• German into Croatian• French into Croatian• Spanish into Croatian
Education	High School: <ul style="list-style-type: none">• Technical High School in Zagreb (4 years) College : <ul style="list-style-type: none">• B.A. English Literature and Linguistics, University of Zagreb with an extensive 3-year course on translation
Special Training:	<ul style="list-style-type: none">- GERMAN : 10 years of professional translation- FRENCH: 8 years of professional translation- SPANISH: 5 years of professional translation- LATIN : 4 years of formal studies

Professional History:	1999 present	Freelance translator	
	1993-1999	in-house translator/interpreter with importer of dentist equipment	translation, business correspondence in English and German
	1983 1993	in-house translator/interpreter in several banks in Zagreb	translation, business correspondence in English for the International Payments Dept.
	1980 1981	in-house translator/interpreter at Nuclear power plant in construction	translator/interpreter for Westinghouse engineers
	1978 1980	in-house translator/interpreter at a publishing company in Zagreb	translation, interpreting, business correspondence in English, German and French
	1978	Tour guide with the Tourist Agency "Atlas"	guiding groups of UK tourists in the Adriatic (Croatia)

Areas of specialization

- Medical records, questionnaires
- Patient information leaflets (PILs) and descriptions for drugs for patients
- Electrical engineering
- Computer software and hardware
- Automobiles
- Product Specifications (food, pharmaceuticals, household, electrical)
- MSDS
- Marketing and IT (telecommunications and networking)
- Promotional booklets and leaflets
- Personal documents and correspondence Documents for Immigration Offices

**Recent
Translation
Projects**

- Manuals for medical instruments(**General Electric Healthcare, Medtronic, Olympus, Dröger Medical, Nonin, C.O.R.E., Spacelabs Medical Data, Baxter**)
 - Pharmaceutical/Clinical Trials /PILs and descriptions for drugs for patients (**GlaxoSmithKline, Novartis, Q-Med, Eisai, INEOS Healthcare, Xanthus Pharmaceuticals, Otsuka**)
 - Tools Machinery Manufacturing/Assembly (**Atlas Copco, Volvo VCE, Hydrema, Ridgid Tools, ESAB Welding Equipment AB, Walter GmbH**)
 - Forestry & gardening tools (**Oregon, Husqvarna, Jonsered, Viking, John Deere**)
 - Automotive-workshop and user manuals (**Saab, Chevrolet, Opel, Volvo, Renault, Citroen**)
 - Chemicals and Hazardous Materials, MSDS (**Dow Biocides, BIG**)
 - Electronics - professional and consumer (**HP, Zebra, Brady, Sweex, Kenwood, Raytheon**)
 - IT & Telecom (**Oracle, HP, Kenwood, Samsung, Panasonic, Westtec**)
 - Advertising / marketing (Oracle, Epson, websites)
 - Documents for Immigration Offices (**instructions for immigrants**)
 - Human resources questionnaires (**Hilton, Marriott, Intercontinental hotel**)
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Equipment: OS : Windows XP Pro/SP2

Hardware:

- PC PentiumPro 1300 MHz, 64 MB RAM, 60 GB HDD,
 - PC Celeron 366 MHz, 64 MB RAM, 70 GB HDD
 - Notebook Toshiba Satellite Pro 35;
 - External storage/backup 150 GB, Iomega Zip drive;
 - CD-RW Drive, DVD
 - Scanner Artec View Station, Samsung laser printer
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Software:

- **MS Office 2003 Professional Ed.** (Word, Excel, Access, PowerPoint)
 - **TRADOS Freelance v. 7.5** (Workbench, TagEditor), Word Fast, Transit
 - **Adobe Acrobat 8, Professional**
 - FTP clients
 - OmniPage 14 (OCR tool)
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**Internet /
Connectivity**

- ADSL 8 Mb/s
 - ISDN 64/128 Kb/s
 - fax / modem 56 Kb/s
- 24/7 access to Internet/e-mail
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Throughout capability: 1500-2000 words/day (Team coordination for large projects)

Availability 24/7

Payment info:

- in € via Moneybookers
- in € via bank transfer
- **(No cheques, No Credit Cards, no Pay Pal)**

Katariina BJÖRNINEN
TECHNICIS SAS
Ligne directe : 01 46 04 04 56
Télécopie : 01 46 04 76 14
E-mail : kbjorninen@technicis.fr

Mr.Thierry Kumps
Echo Communication,
thierry@echo-communication.com
Tel. +32 2 6881255
Fax +32 2 6881256

References

Dr. Jiri Stejskal
CETRA, Inc.
Tel.: +(215) 635-7090
Fax: +(215) 635-9239
E-mail: jiri@cetra.com

Mr. Ulf Stålhös
CBG-konsult AB
Phone: +46-8-555 84 508
E-mail: ulf.stalhos@cbg.se

Mr. Karsten Junker
GLOSSA, Industrial Translations – Fachübersetzungen/
Language Technologies - Sprachtechnologien
industrial_translations@glossa.de
Tel.: +49 (0)431 56064601

Notes:

- Team of reliable professionals for larger projects
 - Working in a team of multilingual translators, I can always accept translations into **Macedonian, Bosnian, Serbian.**
 - All these translations are performed by a **genuine native speaker, living in the target language surroundings**
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