





PERSONAL INFORMATION

**Kovačić Tot Ljerka**

 Žagarova 15, 10090 Zagreb (Croatia)  
 01/4650224  
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JOB APPLIED FOR

**English to Croatian translator**

WORK EXPERIENCE

1 Feb 86 – 1 May 95

**English teacher**

Ministry of Education, Zagreb, Krišpolje, Lepoglava (Croatia)  
Teaching English at elementary and secondary schools

1 May 95 – 31 Aug 07

**Translator**

PLIVA d.d./Veterina d.o.o./Genera d.o.o., Zagreb (Croatia)

23 Apr 11 – Present

**Translator**

Ministry of Justice of the Republic of Croatia, Zagreb (Croatia)  
Translation of acquis commnitaire

EDUCATION AND TRAINING

1 Oct 78 – 5 Jun 85

**Master of English and Polish**

Faculty of Philosophy of the University of Zagreb, Zagreb (Croatia)  
English Language and Literature  
Polish Language and Literature

PERSONAL SKILLS

Mother tongue(s)

Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Master of Arts					
State Examination					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.certr.eu)

Communication skills

good communication skills  
good ability to adapt to international environment

Organisational / managerial skills	No managerial skills
Job-related skills	Independent communication with clients in English
Computer skills	Advanced use of Office and CAT tools (Trados, Wordfast, Fluency).