



**PERSONAL INFORMATION: Lana Tomerlin**

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 lanatomerlin@yahoo.com

Sex Female | Date of birth 23/02/1979 | Nationality Croatian

**WORK EXPERIENCE:**

Dates: **March 2016 onwards**

Occupation or position held: **External Associate Translator at Bookglobe- Strana knjižara d.o.o**

Main activities and responsibilities: Translation of comic books from French to Croatian.

Name and address of employer: Bookglobe- Strana knjižara d.o.o, 100 Ulica Horvatovac, 10 000 Zagreb, Croatia

Type of business or sector: Translation/ publishing

Dates: **August 2012 onwards**

Occupation or position held: **Administrative assistant**

Main activities and responsibilities:

- preparation and translation of documents and business correspondence (English, French, Croatian);
- document management;
- taking meeting minutes, producing post-meeting reports;
- correspondence with business partners, answering incoming calls;
- processing of invoices and invoice controlling;
- collecting and processing offers from suppliers;
- updating the inventory database (inputting logistic information, calculating retail prices, elaborating internal invoices);
- acquiring necessary equipment and supplies;
- making travel arrangements for the members of the staff;
- attending to all other administrative needs.

Name and address of employer: Citroën Savska, 41 Savska cesta, 10000 Zagreb, Croatia

Type of business or sector: Retail automotive sector

Dates: **February 2009 onwards**

Occupation or position held: **External Associate Translator at Translation and Language Training Center SPES**

Main activities and responsibilities:

- translation in different areas of expertise and subject fields: administration, legal, tourism, technology, commerce, gastronomy;
- certified translation of personal and business documents;
- translation from English and French to Croatian;
- text processing and formatting according to the professional standards.

Type of business or sector: Translation

Dates: **May 2008 onwards**

Occupation or position held: **Freelance translator and court interpreter for English and French language**

Main activities and responsibilities:

- translation from English and French to Croatian;
- areas of expertise:
- business documents (contracts, attestations, procedures);
- personal documents (certificates, diplomas, licenses);
- marketing (advertisements, product lists and specifications, user guides);
- tourism (tourist brochures, travel guides, restaurant menus);
- publishing (comic books);
- IT (mobile applications, web sites);
- text processing and formatting according to the professional standards;
- using CAT tools (SDL Trados Studio).

Dates: **April 2007- August 2012**

Occupation or position held: **Assistant Commercial Manager**

Main activities and responsibilities:

- preparation and translation of documents and business correspondence (English, French, Croatian);
- taking meeting minutes, producing post-meeting reports;
- document management;
- preparing sales operations, review and follow up of commercial activities;
- processing of invoices and invoice controlling;
- elaborating commercial reports;
- correspondence with business partners, answering incoming calls;
- making travel arrangements for the members of the staff;
- attending to all other administrative needs.

Name and address of employer: Citroën Hrvatska d.o.o, 75 Bani, 10010 Zagreb, Croatia

Type of business or sector: Car & Automobile Manufacturing Industry

Dates: **November 2006- April 2007**

Occupation or position held: **Sales agent**

Main activities and responsibilities:

- creating sales presentations;
- creating and selling individual and group tour packages;
- working as a tour guide.

Name and address of employer: Gulliver Travel d.o.o, 25 Obala Stjepana Radića, 20000 Dubrovnik, Croatia

Type of business or sector: Tourism

## **EDUCATION AND TRAINING:**

Dates: **May 2012**

Title of qualification awarded: **Certified court interpreter for English language**

Principal subjects/occupational skills covered: Certified translation of personal and business documents from English to Croatian.

Name, address and type of organisation providing education and training: Regional Court in Zagreb, 5 Trg Nikole Šubića Zrinjskog, 10000 Zagreb, Croatia

Type of business or sector: Translation/Interpretation

Dates: **February 2012**

Principal subjects/occupational skills covered: **Certificate of Proficiency in English, Cambridge ESOL Examination**

Title of qualification awarded: Proficient English user, C2 European framework

Name and type of organisation providing education and training: University of Cambridge, Trinity Lane, Cambridge CB2 1TN, UK

Dates: **May 2008**

Title of qualification awarded: **Certified court interpreter for French language**

Principal subjects/occupational skills covered: Certified translation of personal and business documents from French to Croatian.

Name and type of organisation providing education and training:

Regional Court in Zagreb, 5 Trg Nikole Šubića Zrinjskog, 10000 Zagreb, Croatia

Type of business or sector: Translation/Interpretation

Dates: **July 2001- April 2006**

Title of qualification awarded: **Master degree in French Language and Literature, Master degree in Ethnology**

Principal subjects/occupational skills covered: French Language and Literature, Translation, French Linguistics, French Orthoepy, Pre-medieval, Medieval and Post-medieval French Civilisation and Literature, French Phonetics, French Lexicology and Semantics; Croatian and European Ethnology an Ethnography, Social Anthropology, Croatian Oral Literature, Museology, Cultural Tourism.

Name and type of organisation providing education and training:

Faculty of Philosophy and Literature, University of Zagreb, 3 Ivana Lučića, 10000 Zagreb, Croatia

Dates: **September 1997- January 2005**

Title of qualification awarded: **Master degree in Political Journalism**

Principal subjects/occupational skills covered: Croatian language, Croatia and European Integration, Statistics, Contemporary History and International Politics, Croatian Political System, International Political Regimes and Relations, Croatian Economic Policy, International Economic Relations, National and International Security, Basics of Diplomacy, Political Theory and Political Institutions, Comparative Politics, Sociology, Politology, Communicology.

Name and type of organisation providing education and training:

Faculty of Political Science and Journalism, University of Zagreb, 6 Lepušićeva, 10000 Zagreb, Croatia

Dates: **September 1993- May 1997**

Title of qualification awarded: **Linguistic Gymnasium- High school diploma**

Principal subjects/occupational skills covered: Croatian, English, Italian.

Name and type of organisation providing education and training:

Gimnazija Lucijana Vranjanina, 1 Trg hrvatskih pavlina, Malešnica 10000 Zagreb, Croatia

#### **LANGUAGE SKILLS AND COMPETENCES:**

Mother tongue: **Croatian**

Other languages: **French, English, Italian**

Self-assessment:	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
<i>European level</i>					
<b>French</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>
<b>English</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>	<b>C2</b>
<b>Italian</b>	<b>B2</b>	<b>C1</b>	<b>A2</b>	<b>B1</b>	<b>A2</b>

#### **COMPUTER SKILLS AND COMPETENCES:**

- Microsoft Office (Word, Excel, Power Point), advanced user;
- CAT tools: SDL Trados Studio.

**ADDITIONAL INFORMATION:** - Reliable, hard-working, well-organized, communicative person.