



DUNJA RAMADANOVIC, MSc

TRANSLATOR

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SARAJEVO, BIH

SUMMARY

Translator for English, German, French, Croatian, Serbian, and Bosnian with an MA in Biology – Environmental Engineering, currently residing in Sarajevo. For the past ten years I have worked as a quality checker, administrative assistant, linguistic checker, translator, and proofreader for various international linguistic agencies.

I have experience in the medical, legal, communications, IT, political, historical, academic, and environmental fields.

EDUCATION

ENVIRONMENTAL BIOLOGY – M.SC.
UNIVERSITY OF SARAJEVO • NOV 2020

ENVIRONMENTAL BIOLOGY - B.SC.
UNIVERSITY OF SARAJEVO • SEP 2019

HIGH SCHOOL – LANGUAGE DEPT.
JUN 2015

- English – C2 (TEFL Certificate)
- German – C1 (DSD II)
- French – B1

PRIOR

Federation BiH English Language Competition 2011 Certificate (3rd place)

WORK EXPERIENCE

QUALITY CHECKER • VEEVA SYSTEMS • MAR 2021 - PRESENT

Checking and maintaining the accuracy and quality of information provided by data compilers for Veeva's medical and life science expert database Veeva Link

WEB RESEARCHER • VEEVA SYSTEMS • NOV 2020 - MAR 2021

Extensive web data research in English, German, French, and Spanish
Extensive interaction with key stakeholders

FREELANCE TRANSLATOR • JUN 2015 - PRESENT

Translation of diplomas, certificates, medical documents, and more
Experience in the fields of cooking and food, kitchen appliances, IT, and more
Experience in working with CAT Tools such as Trados Studio 2017, MemoQ, and Phrase
Experience with various online work platforms

CALL CENTER SERVICES • A4 INTEL D.O.O. • DEC 2019 - MAR 2020

Managing inbound and outbound customer support communication in German
Working with customers as a sales agent
Proofreading contracts made by other agents

COPYWRITER • ENCYCLOPEDIA BRITANNICA • OCT 2019 - JAN 2020

Drafted articles in history and biology on a voluntary basis

FREELANCE TUTOR • PRE-2015

Tutored English and German
Provided lessons in German to disabled children for the OAZA Association

PUBLICATIONS AND PROJECTS

- [Record of a *Lacerta agilis* Linnaeus, 1758 with *erythronotus* colour morph and tail bifurcation](#), Herpetology Notes, 2019
- [Young Life Science in Europe 2018](#) – Organizing Committee Member
- [VIII International Biology Camp “Una & Kozara” 2018](#)
- [Conservation of Freshwater Oligotrophic Habitats on Vranica Mountain and Establishment of Long-Term Monitoring of Biodiversity](#)
- [Large Carnivore Field School 2019](#)