

CURRICULUM VITAE

NAME: Ms. Branka RAMADANOVIC
CITIZENSHIP: Bosnia and Herzegovina
DATE AND PLACE OF BIRTH: Dec 2, 1966, Sarajevo, BH
FORMAL EDUCATION: **M.A. in English and Arabic**, University of Sarajevo, BH, graduated in 1989 with honors
Certified Court Translator/Interpreter for English in Bosnia and Herzegovina since 2003
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Current Objective: *To expand my internet-based market*

Language Skills: **Proficient/professional English** both speaking and writing, Bosnian/Serbian/Croatian/Montenegrin as mother tongues, a **working knowledge of French and German**, and **basics of Arabic**. I am also a **certified court translator/interpreter for English**. With a B.A. in languages and more than 30 years of working experience, I have extensive knowledge of legal terminology, in particular of the terminology related to criminal, business and labor law, as well as extensive knowledge of economy/business/ finance/ banking/ marketing terminology. In addition, I have extensive experience in translating in government and politics, human rights, journalism, environment and in the field of technical regulations, trademarks and IP. I also have significant experience in the fields of cooking and food, agriculture, kitchen and home appliances, science survey questionnaires (including EB and Gallup), medical texts (clinical trials, covid, mental health, dentistry, general medicine), subtitle translations, and IT and communications.

Additional Training: In December 2002, successfully completed a six-month USAID-sponsored training course "Financial Analysis" focusing on analyzing of financial statements and financial aspects of business companies. In 2005, I also completed a seven-day IFC-sponsored course in marketing.

CAT Tools: Trados Studio 2017, MemoQ, Memsourc

Work History :

Most recent: Most recently, I have been working for various international translation agencies on a project basis.

Recent work history: I have worked on translation of the answers to the EC Questionnaire for the BiH **Directorate of European Integration**. Over the past couple of years, I have worked as a translation consultant for the **OSCE Mission** in Bosnia and Herzegovina and for the **US and UK Embassies** in Sarajevo. Prior to this, I was as a principal English-Bosnian-English home-based translator and reviser for US-based **General Dynamics Information Technology** for eight years. Since 2014, I have also been recruited as a freelance translation consultant for **UNDP, UNICEF** and **UNESCO** in Bosnia and Herzegovina, on various economic development, rule of law, human rights and culture-related topics. Over the past several of years, I have been translating and interpreting for **Human Rights Watch**, mainly on freedom of media and general human rights issues. I also work on a regular basis as an English and French into Croatian, Serbian, and Bosnian translator and/or proofreader for various international translation agencies, such as **CLS Communication/CLS Lexitech Switzerland and France, MCIS Canada, TextMaster Belgium, Delta International Germany, Amplexor Hungary**, as well as for various other international and local clients on an ad-hoc basis.

A freelancer since 1995 : I have worked as a freelance translator and consecutive/simultaneous interpreter for a number of international organizations in Bosnia and Herzegovina, such as RCC (Regional Cooperation Council) in Sarajevo, IMF Sarajevo, UNDP Sarajevo, World Bank Sarajevo, IFC Sarajevo, Banca Intesa Sarajevo, several EC projects strengthening the BH EU integration process, as well as for the **state institutions of Bosnia and Herzegovina**, of which most notably the Directorate for European Integration (EU-related legal documents), Ministry of Finance (financial agreements with IFIs), Ministry of Civil Affairs (labor rights and related documents, including insurance and benefits), and, Ministry of Foreign Trade and Economic Relations (international trade agreements, agricultural and environmental reports). **As an example, I was in the group of four leading professional translators at the BH level that have completed the translation of the draft Stabilization and Association Agreement for Bosnia and Herzegovina.** In addition, I have also worked for a variety of other clients in Sarajevo and Bosnia and Herzegovina, such as the European Commission Delegation to BiH, European Bank for Reconstruction and Development, various UN agency offices and other international and local organizations stationed in Sarajevo, on an as-needed basis. Either as conference interpreter or translator, I have cooperated with a number of foreign agencies and organizations operating in Sarajevo, such as **DRC (Danish Refugee Council), UNICEF, Medecins Sans Frontieres MSF, European Commission Customs Office (CAFAO), US Treasury, USAID Legal Reform Office, USAID Macroeconomic Development Office, World Bank, UNESCO, UNFAO, International Monetary Fund, UN-sponsored Legal Property Commission, American Bar Association – Central and Eastern Europe Legal Initiative, OSCE Democratization and Public Administration Reform Units, ICRC, IFC, Swedish and Danish Embassies in Sarajevo, USAID Policy Development Organizations Project, IMF Missions to Sarajevo, World Bank's IFCfunded SEED – Southeast Europe Enterprise Development project in Sarajevo**, and a number of local businesses and organizations, including subtitling of movies for the local state FTV (Federation TV) and private OBN TV. Over this period, I have translated the Labor Law for ILO, Law on Liquidation and Bankruptcy for USAID Legal Reform, Customs Law for CAFAO, Law on Bill of Exchange for USAID BF, Sales Tax Law for US Treasury, to name just a few major ones. I must also emphasize that back in

1997 I translated the whole text of the **current BH Criminal Procedure Code** (both the Federation and the RS versions) from Bosnian into English for Sarajevo's **Council of Europe office**.

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May 2004 – May 2005: **Translator/Interpreter for the USAID Justice Sector Development Project in Bosnia.** Working on translation of various state-level laws and regulations, documents related to constitution of state-level institutions, and criminal law documents.

January 2004 – May 2004: **employed by the EC SES II Project (Single Economic Space II) as Translator/Interpreter,** working on translation of extensive EC regulations and BH laws on market competition, consumer protection and product standardization to comply with the EU legislation, and also interpreting at ministerial working group sessions for drafting of the BH laws related to the aforementioned areas.

August 1997 – December 2003: **employed as Translation Manager with the US Agency for International Development - USAID Business Finance Project in Bosnia.** My working experience obtained at this position is related to translation/interpreting of the financial, banking, lending, as well as business and criminal law documents. My daily duties at this position included interpreting at meetings with bankers, BH banking and government authorities, courts and judges, and BH businessmen and entrepreneurs, as well as written translation work related to the same scope of terminology. In addition to this, I was in charge of organizing and managing the work and personnel issues of the translation unit comprising of six translators. On a periodical basis, I took performance appraisals for my staff in compliance with the internal performance appraisal system. In addition to my normal job tasks, from November 1999 through May 2001, I was assigned to direct procurements of major equipment for the project, such as computers, copying and fax machines, furniture, etc., in compliance with the USAID policies and procedures, wherein I contacted suppliers, selected the most favorable prices and negotiated delivery methods and time frames.

January 1994 - June 1997: **employed with CRS - Catholic Relief Services, US relief and development NGO, as Executive Assistant to Head of Office,** also closely working with Public Relations Officer. My translation/ interpreting experience obtained at this position includes a general improvement in the written and spoken English language, first experiences of interpreting at conferences and seminars, including simultaneous conference interpreting, as well as first experiences in translating agreements, contracts, laws, and other legal documents. I also covered general administrative duties, including management of personnel files, issues and the related documentation, as well as all the general office files, drafting official employment and office lease contracts for the signature of HOO, as well as various other documentation including press releases, official correspondence; scheduling phone calls/meetings/travel arrangements, managing office supply purchases, managing relations and contacts with external clients, as well as all other administrative duties assigned by HOO and Public Relations Officer. I was also heavily involved in the CRSadministered international NGO coordination effort through helping establish inter-agency contacts, taking minutes, and drafting reports from inter-agency meetings and NGO directory updates.

August 1993 - December 1993: worked at a Sarajevo public primary school as an **English and Arabic teacher**.

July 1989- April 1992: Worked as **secretary/translator** for a state-owned export-import company dealing in mining and metallurgy machines and equipment, and then as a private English tutor for school children, until the outbreak of the war in Bosnia in April 1992.

(references available upon request)

January 28, 2023

Signed by:


Branka Ramadanović



