



Biljana Radulovic Delibasic

Nationality: Montenegrin **Date of birth:** 08/10/1980 **Gender:** Female

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ABOUT ME

Experienced translator with a 15-year career, proficient in translating diverse documents from various industries, including Finance, Legal, Business, Marketing, Government, EU, Technical, Electronics, IT, Commercials, and Intellectual property.

Bilingual proficiency in English and Montenegrin/Serbian/Croatian/Bosnian, ensuring accurate and culturally nuanced translations.

Adept at utilizing CAT tools and maintaining strict confidentiality. Strong research skills enable precise translations in specialized domains.

Committed to delivering high-quality work within deadlines, fostering effective cross-cultural communication.

WORK EXPERIENCE

Executive Assistant, Professional Translator, Head of the Administration Department

Deloitte Podgorica, Montenegro – Auditing and Advisory company [01/12/2006 – 01/06/2021]

City: Podgorica

Country: Montenegro

- Assistant of the Executive Director: Responsible for providing essential operational information within the company, communicating directly with clients, organizing meetings, and preparing documentation like letters, bids, contracts, and invoices.
- Head of Administration Department: Handles preparation of documents related to VAT calculation, client contracts across various business areas, internal monthly, quarterly, and annual reports.
- Professional Translator: Offers translation services between Montenegrin/Serbian/Croatian and English, specializing in finance, economics, law, auditing, accounting, tax, and business consulting.
- Translation of Financial Standards: Translation of International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).
- Auditor's Reports: Translation of Auditor's Reports for separate and consolidated financial statements prepared according to Montenegrin accounting regulations and/or IFRS for international parent companies of Montenegrin entities.
- Reports of Factual Findings: Handling reports of factual findings.
- Financial, Tax, and Legal Due Diligence Reports: Preparation of reports for buyers or targets.
- Proposal Preparation: Creation of proposals in English for various services, including audit, information system audit, business advisory, tax advisory, accounting, and financial advisory services.
- Contract Preparation: Drafting contracts in multiple languages for various services.
- Communication and Collaboration: Engaging with Deloitte partners worldwide and maintaining and operating

Professional Translator

Double L – Centre for foreign languages, Montenegro [01/07/2014 – Current]

City: Podgorica

Country: Montenegro

- Translation and Interpretation Services: Specializing in diverse fields, including public administration, economy and finance, legal, medical and social protection, research and development, transport, telecommunication, energy economics, agriculture, fishery, and environment.



- Ministry of Justice: Providing written translations for the Ministry of Justice, including Standards in Social Work Practice Meeting Human Rights.
- Government of Montenegro: Offering written translations for the Government of Montenegro, particularly for the Ministry of Interior, on topics such as Integrated Border Management Strategy and Demarcation Committee reports.
- Ombudsman of Human Rights and Freedoms: Providing written translations for the Ombudsman of Montenegro.
- Court Translations: Handling translations of court sentences, arrest warrants, extradition requests, international agreements, and other strictly confidential documents on behalf of the Ministry of Justice.
- Agency for Prevention of Corruption: Assisting with translations related to GRECO evaluators training and prevention of corruption efforts.
- State Institutions: Translating official documents for various state institutions, including the State Audit Institution, Ministry of Defence, Ministry of Finance, and Ministry of Health, among others.
- Ministry of Labour and Social Welfare: Handling translations for labor, social insurance, and recruitment agreements, as well as international conferences on labor and administrative agreements.
- European Directives: Providing written translations and editing services for numerous European Parliament and Council Directives on behalf of the Ministry of Interior.
- Asylum and Migration: Conducting translations and editing for the Ministry of Interior, analyzing the effects of new laws on asylum and migration, and reviewing international standards and conventions related to asylum seekers and refugees.
- Notary Verifications and Official Documents: Assisting with translations and editing of notary verifications, sale and purchase contracts, reports on privatization or bankruptcy of Montenegrin companies, and host country agreements.

Professional Translator

Skrivanek s.r.o. Prague, Czech Republic [01/09/2017 – Current]

City: Prague

Country: Czechia

- Translation and Revision of EU Journal Notices: Providing translation and revision services for notices intended for publication in the Supplement to the Official Journal of the European Union.
- Professional Translator: Offering translation, interpretation, and proofreading services, including written conversion of text from the source language to the target language.
- Language Proofreading: Conducting thorough checks to ensure the linguistic and stylistic quality of the target text.
- Independent (Comparative) Review: Performing bilingual comparative reviews to ensure accuracy

Professional Translator

TransPerfect Translations International, Inc. [06/10/2017 – Current]

City: New York

Country: United States

- Translation Services: Providing accurate and culturally nuanced translations from Montenegrin/Serbian/Croatian/Bosnian into English, covering a wide range of documents and topics.
- Language Expertise: Demonstrating proficiency in both source and target languages to ensure clear and effective communication in translated content.
- Quality Assurance: Conducting thorough proofreading and editing to maintain the linguistic and stylistic integrity of the translated text, adhering to the agency's quality standards.
- Meeting Deadlines: Delivering translations within specified timeframes, ensuring timely completion of projects and meeting client expectations.
- Client Communication: Engaging in effective communication with clients to understand their requirements, address queries, and maintain a positive working relationship.
- Cultural Sensitivity: Considering cultural nuances and context during the translation process to produce culturally appropriate and contextually relevant translations.



Professional Translator

ADH Translation [28/10/2019 – Current]

City: Istanbul

Country: Türkiye

- **Technical Translations:** Providing accurate and specialized translations from English to Montenegrin/Serbian/Croatian/Bosnian in the field of technical industry.
- **Terminology Management:** Ensuring consistency and precision in technical terminology across translations by maintaining and updating glossaries and specialized dictionaries.
- **CAT Tools Utilization:** Effectively utilizing Computer-Assisted Translation (CAT) tools to enhance translation efficiency and maintain consistency in projects.
- **Quality Assurance:** Conducting thorough proofreading and quality checks to deliver high-quality and error-free translations that meet industry standards.
- **Communication and Collaboration:** Interacting with clients, project managers, and subject matter experts to understand project requirements, resolve queries, and ensure smooth project delivery.
- **Deadline Management:** Adhering to project deadlines and efficiently managing translation projects to meet client expectations and timelines.

Professional Translator

SeproTec Multilingual Solutions LLC [15/12/2017 – Current]

City: Madrid

Country: Spain

- **Translation Expertise:** Providing accurate and culturally nuanced translations from English to Montenegrin/Serbian/Croatian/Bosnian, covering diverse subject matters.
- **CAT Tool Proficiency:** Utilizing Computer-Assisted Translation (CAT) tools effectively to optimize translation workflow, ensure consistency, and maintain updated glossaries.
- **Quality Assurance:** Conducting thorough proofreading and editing to deliver high-quality and error-free translations that adhere to industry standards.
- **Timely Project Management:** Efficiently managing translation projects to meet deadlines and deliver completed work within the agreed-upon timeframe.
- **Cultural Adaptation:** Incorporating cultural sensitivity in translations to enhance cross-cultural communication and deliver contextually relevant content.

EDUCATION AND TRAINING

Professor of English language and literature A

University of Montenegro, Department for English Language and Literature [01/09/1999 – 31/07/2004]

City: Niksic

Country: Montenegro

Sworn translator

Ministry of Justice [11/03/2019 – Current]

City: Podgorica

Country: Montenegro

LANGUAGE SKILLS

Mother tongue(s): **Montenegrin** | **Serbian**



Other language(s):

Croatian

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Bosnian

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ORGANISATIONAL SKILLS

Effective Communication and Problem-Solving Mastery

- Clear verbal communication
- Active listening
- Strong written communication
- Focus on resolving problems
- Time management
- Empathy and cultural sensitivity

DIGITAL SKILLS

CAT-tools (MemoQ, SDL Trados, Memsource, Matecat, Xliff Editor, Across) / Microsoft Office (Outlook, Excel, Word, PowerPoint) / Adobe PDF Reader / DTP Tools / Communication tools - Skype, Slack etc. / Good Subtitling Skills

DRIVING LICENCE

Driving Licence: B