

## Europass Curriculum vitae

### Personal information

Surname(s) / Name(s) **Adila Šehmehmedović**  
Address Gradačaćka 18, 71000 Sarajevo, Bosnia and Herzegovina  
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Skype sehmedia1  
Citizenship BiH

### Desired employment / Occupational field

**Work in international nongovernmental company**

### Work experience

I started as a freelancer, which became my main occupation.  
I perform professional translations for the **language pair English to German and vice versa** for almost 9 years on a local as well as international level for clients of various branches. Reference list below.

Dates	<b>September 2015 - ongoing</b>
Profession or work place	<b>Translator, Proofreader</b>
Name and address of employer	<b>Immitranslate</b> , PO Box 4349, Crofton, MD 21114
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"><li>• Translation:<ul style="list-style-type: none"><li>- Legal (Birth certificates, Marriage certificates, Insurance papers, Contracts, CVs, Agreements, Statements, etc.)</li><li>- Financial (Bank statements, Salary statements)</li><li>- General (Emails, Letters, SMS, Minutes, Hotel descriptions, Travel arrangements, etc.)</li><li>- Technical (Manuals, IT related content)</li><li>- Medical (Broshures, Datasheets, Manuals, etc.)</li></ul></li></ul>
Dates	<b>March 2018 - ongoing</b>
Profession or work place	<b>Translator</b>
Name and address of employer	<b>Baltic Lingua Alliance</b> ©, Estonia pst 5-309B, Harjumaa, 10143, Tallinn
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"><li>• Translation:<ul style="list-style-type: none"><li>- Legal</li><li>- Technical</li><li>- Financial</li><li>- General</li><li>- Medical (Broshures, Datasheets, Manuals, etc.)</li><li>- IT</li></ul></li></ul>

<b>Dates</b>	<b>September 2014 - ongoing</b>
Profession or work place	<b>Translator, Proofreader</b>
Name and address of employer	<b>Alliance Business Solutions</b> , 7815 N Dale Mabry Hwy, Tampa, FL 33614, USA
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Legal (Birth certificates, Marriage certificates, Insurance papers, Contracts, etc.)</li> <li>- Financial (Bank statements, Salary statements)</li> <li>- General (Emails, Letters, SMS, Hotel descriptions, Travel arrangements, etc.)</li> <li>- Technical (Manuals, IT related content)</li> <li>- Medical (Broshures, Datasheets, Manuals, etc.)</li> </ul> </li> <li>• Proofreading</li> </ul>
<b>Dates</b>	<b>May 2012 - 2018</b>
Profession or work place	<b>Translator</b>
Name and address of employer	ELANCE which become Upwork ( <a href="http://www.upwork.com">www.upwork.com</a> )
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translating and proofreading documents for various clients from all over the world</li> <li>• Visit my profile at <a href="https://www.upwork.com/o/profiles/users/~01d2958118fa3bc55f/">https://www.upwork.com/o/profiles/users/~01d2958118fa3bc55f/</a></li> </ul>
<b>Dates</b>	<b>May 2017 - ongoing</b>
Profession or work place	<b>Translator, Proofreader</b> (
Name and address of employer	<a href="http://www.globibo.com">www.globibo.com</a> )
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Legal</li> <li>- Financial (Bank statements, Salary statements)</li> <li>- General (Emails, Letters, Minutes, SMS, Hotel descriptions, Travel arrangements, etc.)</li> <li>- Technical (Manuals, Project documentation, IT related content)</li> <li>- Medical (Broshures, Datasheets, Product manuals, etc.)</li> </ul> </li> <li>• Proofreading</li> </ul>
<b>Dates</b>	<b>May 2016 - ongoing</b>
Profession or work place	<b>Translator</b>
Name and address of employer	Smartlation ( <a href="http://www.smartlation.com">www.smartlation.com</a> )
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Legal (Birth certificates, Marriage certificates, Insurance papers, Contracts, etc.)</li> <li>- Financial (Bank statements, Salary statements)</li> <li>- General (Emails, Letters, Minutes, SMS, Hotel descriptions, Travel arrangements, etc.)</li> <li>- Technical (Manuals, IT related content)</li> <li>- Medical (Broshures, Datasheets, Product manuals, etc.)</li> </ul> </li> </ul>

<b>Dates</b>	<b>May 2017 - ongoing</b>
Profession or work place	<b>Translator, Proofreader</b>
Name and address of employer	Tomedes ( <a href="http://www.tomedes.com">www.tomedes.com</a> )
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation : <ul style="list-style-type: none"> <li>- Legal (Birth certificates, Marriage certificates, Insurance papers, Contracts, etc.)</li> <li>- Financial (Bank statements, Salary statements)</li> <li>- General (Emails, Letters, SMS, Hotel descriptions, Travel arrangements, etc.)</li> <li>- Technical (Manuals, IT related content)</li> <li>- Medical (Broshures, Datasheets, Product manuals, etc.)</li> </ul> </li> <li>• Proofreading</li> </ul>
<b>Dates</b>	<b>December 2017 – ongoing</b>
Profession or work place	<b>Translator</b>
Name and address of employer	<b>TheBigWord</b> ( <a href="http://www.thebigword.com">www.thebigword.com</a> )
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Marketing (Amazon listings, Product descriptions, etc.)</li> <li>- Technical (Product manuals, IT related content)</li> <li>- General (Emails, Letters, Minutes,SMS, Hotel descriptions, Travel arrangements, etc.)</li> </ul> </li> </ul>
<b>Dates</b>	<b>February 2017 – ongoing</b>
Profession or work place	<b>Translator, Proofreader</b>
Name and address of employer	<b>COLLEGANDO S.r.l.s.</b> , Via Armando Diaz 21,91011 Alcamo, Italy
Type of work or sector	Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Financial (Bank statements, Salary statementsm,..)</li> <li>- Technical (Manuals, IT related content)</li> <li>- Medical (Broshures, Datasheets, Product manuals, etc.)</li> </ul> </li> <li>• Proofreading</li> </ul>
<b>Dates</b>	<b>March 2016 – ongoing</b>
Profession or work place	<b>Translator, Proofreader</b>
Name and address of employer	<b>DAT France</b>   <a href="http://www.datfrance.com">www.datfrance.com</a>   ZA de Courtabœuf - 3, allée de Londres - 91953 Les Ulis cedex
Type of work or sector	Tel. + 33 (0)1 69 19 14 31   Fax + 33 (0)1 60 13 05 90 Job description and responsibilities: <ul style="list-style-type: none"> <li>• Translation: <ul style="list-style-type: none"> <li>- Financial</li> <li>- Technical</li> <li>- Medical</li> </ul> </li> </ul>

## Education

**Dates** September 2009

Title of qualification awarded **Bsc. Economic manager**

Main subjects / occupational skills **Management**

Name and type of organization providing education and training Faculty of Economics,  
71000 Sarajevo, Bosnia and Herzegovina

## Personal skills and competences

Native language(s) **German, Bosnian**

Lived and finished elementary and highschool in Germany  
Finished faculty of Economics in Sarajevo, Bosnia and Herzegovina

Other language(s) **English, Serbian, Croatian**

Selfassessment

*European level (\*)*

**English language**

Understanding				Speech				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Competent linguistic use	C2	Competent linguistic use	C2	Competent linguistic use	C2	Competent linguistic use	C2	Competent linguistic use

(\*) *Common European frame of reference for languages*

Social and Organisational skills and competences Responsible, communicative, ambitious and ready for team work and cooperation, leadership, sense of organization, creativity and management

**IT skills** **General:** Complete Windows OS system, Microsoft Office tools (powerpoint, word and especially excel), Adobe Acrobat,  
**CAT Tools:** SDL Trados 2017-19, MemoQ, Memsource, Memsource cloud, Passalo, CrossWeb, XTM-online, Apicis-Xbench

**Attachments** Client Reference letter

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Tallinn, Estonia  
tel: +372 880 45 40  
web: www.balticlingua.com  
e-mail: info@balticlingua.com



19/03/2019

## REFERENCE LETTER

To whom it may concern:

We have been cooperating with Mrs. Adila Sehmehmedovich Memic since 03.2018 regarding the translation of documents from English into German.

During this time Mrs. Adila Sehmehmedovich Memic has translated more than 550 pages in the field of intellectual properties/trademarks/patents from English into German.

Sincerely,

Mr. Martin Raadik

Project Manager

Customer Department, Baltic Lingua Alliance

m.raadik@balticlingua.com

+3728804540



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