

## PERSONAL INFORMATION VLADIMIR TRKOVNIK

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 [vladimir.trkovnik@gmail.com](mailto:vladimir.trkovnik@gmail.com)

 self-employed freelance translator at Preserved Time Ltd, Croatia

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TranslatorsCafe profile: <https://www.translatorscafe.com/cafe/member264711.htm>

**Proz.com profile:** <http://www.proz.com/profile/1898441>

**ProZ Certified PRO in English to Croatian**

Linkedin profile: <https://www.linkedin.com/in/vladimir-trkovnik-3676a278>

Date of birth: 12/22/1968 | Nationality: Croatian

Translation experience: 23 years

Translation services

Language pairs: English (US and UK) – Croatian, Italian (Italy) – Croatian, German (Germany) – Croatian

## The most significant translation projects

- 1) May 2023, **the client: Argo Translation USA**  
**Project description:** English to Croatian proofreading, package inserts and safety data sheets for the range of psychiatry assay kits, instructions how to calibrate psych. assay kits.  
**Fields:** MEDICAL, PSYCHIATRY, PSYCHIATRY ASSAY KITS, SAFETY DATA SHEETS  
**Project volume:** 21,000 words
- 2) April 2023, **the client: Villam Language Services, Hungary**  
**Project description:** English to Croatian translation, installation / maint. / oper.manuals for the range of products – solutions for underflow and wall heating / cooling systems at home, office, public utility facilities, as well as football pitches, solutions for pipe water distribution installations, heating installations  
**end client:** one of the leading European producers of the above installation systems  
**Fields:** TECHNICAL, HEATING / COOLING SYSTEMS / SOLUTIONS, PIPING INSTALLATION SYSTEMS, PIPELINES, PIPES AND FITTINGS, MANUALS  
**Project volume:** 10,000 words
- 3) March 2023, **the client: Iolar, Slovenia**  
**Project description:** Italian to Croatian translation, instruction manual for the medical device – elastomeric pump  
**Fields:** MEDICAL, HEALTHCARE, MEDICAL DEVICES, ELASTOM. AND INFUS. PUMPS  
**Project volume:** 3,500 words
- 4) March 2023, **the client: ADH Avrasya Translation, Turkey**  
**Project description:** German to Croatian translation, user and operating manuals for various indoor climate and water heating systems control modules.  
**Fields:** TECHNICAL, INDOOR CLIMATE CONTROL SOLUTIONS / SYSTEMS, IT, SOFTWARE, UIs, GUIs, USER MANUALS, OPERATING MANUALS  
**Project volume:** 25,000 words
- 5) February 2023, **the client: STUDIOLINGUE2000, Italy,**  
**Project description:** Italian to Croatian translation, installation, operation and maintenance manual for globe valves  
**Fields:** TECHNICAL, VALVES, GLOBE VALVES, USER MANUAL, OPERAT. MANUAL  
**Project volume:** 5,000 words

- 6) February 2023, **the client: Dema Solutions, Italy**  
**Project description: Italian to Croatian translation**, installation, operation and maintenance manual for gas water heater  
**Fields:** TECHNICAL, GAS WATER HEATERS, USER / OPER./ MAINTEN. MANUALS  
**Project volume: 5,500 words**
- 7) January 2023, **the client: Dema Solutions, Italy**  
**Project description: German to Croatian translation**, instruction manuals with technical specification for the range of implantable pacemakers used for various types of cardiac therapies  
**Fields:** MEDICAL, HEALTHCARE, MEDICAL DEVICES, PACEMAKERS, MANUALS  
**Project volume: 5,500 words**
- 8) November - December 2022, **the client: Villam Language Services, Hungary**  
**Project description: English to Croatian translation**, installation and operart. manuals for the range of products – complete multipurpose installation systems consisting of state of the art mutually complementary solutions for pipe water distribution installations, heating installations, as well as various technological and fire extinguishing installations. “Guidebook for designers, installers and construction site inspectors”.  
**end client:** one of the leading European producers of the above installation systems  
**Fields:** TECHNICAL, PIPING INSTALLATION SYSTEMS, PIPELINES, PIPES AND FITTINGS, PIPE CONNECTION TECHNOLOGIES, INSTALLATION MANUALS  
**Project volume: 53,000 words**
- 9) October 2022, **the client: PoliLingua Ltd, UK**  
**Project description: German to Croatian translation**, general safety instructions for construction site workers of the company  
**end client:** the leading company providing industrial plant engineering and construction solutions  
**Fields:** TECHNICAL, OCCUPATIONAL SAFETY, OCCUPATIONAL SAFETY AT CONSTRUCTION SITES, INDUSTRIAL PLANT ENGINEERING  
**Project volume: 5,000 words**
- 10) September 2022, **ongoing English and German to Croatian freelance transl. coop.**  
**the client: leading technology partner of the global aerospace industry, producer of primary and secondary aircraft structures and components and cabin interior parts**  
**Project description: German to Croatian translation** of the document “Fertigungsbegleitende Qualitätsprüfung im SAP” (Quality inspection during the production Process in SAP)  
**Fields:** TECHNICAL, IT, SOFTWARE, UIs / GUIs, SAP, QUALITY CONTROL IN PRODUCTION, CIVIL AVIATION SECTOR, AEROSPACE INDUSTRY, AIRCRAFT COMPONENTS  
**Project volume: 20,000 words**
- 11) July 2022, **the client: Dema Solutions, Italy**  
**Project description: German to Croatian translation** of the Operational / Maintenance / Occupational Health and Safety Manual for wind energy plant including software for integrated fire alarm and fire extinguishing system  
**Fields:** TECHNICAL, IT, SOFTWARE, UIs / GUIs, WIND ENERGY PLANTS, FIRE ALARM SYSTEMS  
**Project volume: 35,000 words**
- 12) June 2022, **the client: Dema Solutions, Italy**  
**Project description: English to Croatian translation** of the software for remote cardiac monitoring system, implanted cardiovascular device detecting and alerting physicians about relevant changes of patient cardiac health and of the status of the implanted cardiovascular device  
**Fields:** MEDICAL, IT, SOFTWARE, USER MANUAL, UIs/ /GUIs, MEDICAL DEVICES, HEALTHCARE  
**Project volume: 150,000 words**

- 13) May 2022, **the client: Argo Translation, USA**  
**Project description:** English to Croatian translation of the manual for the series of electric cargo bikes  
**Field:** TECHNICAL, ELECTRIC BIKES  
**Project volume:** 16,000 words
- 14) January 2022 – April 2022, **the client: Dema Solutions, Italy**  
**Project description:** German to Croatian translation of the various internal trainings for various business processes for the employees of one of the leading retail companies  
**Fields:** EDUCATION, COMPANY INTERNAL TRAININGS, RETAIL SECTOR  
TRAININGS OF EMPLOYEES FOR INTERNAL BUSINESS PROCESSES  
**Project volume:** 75,000 words
- 15) September – December 2021, **the client: Dema Solutions, Italy**  
**Project description:** English to Croatian translation of the various internal trainings for various business processes for the employees of one of the leading retail companies  
**Fields:** EDUCATION, COMPANY INTERNAL TRAININGS, RETAIL SECTOR  
TRAININGS OF EMPLOYEES FOR INTERNAL BUSINESS PROCESSES  
**Project volume:** 25,000 words
- 16) November 2021, **the client: Presto Translation Center, Czech Republic**  
**Project description:** English to Croatian translation of the company product catalogue - presentation and features of wear protection linings for plant components and pipe systems of one of the leading producers of such products in the world,  
wear and abrasion resisting materials such as fused-cast basalt, oxide ceramics and other  
**Field:** TECHNICAL, PRODUCT CATALOG, PIPES, WEAR PROTECTION LININGS  
**Project volume:** 10,000 words
- 17) October 2021, **the client: DEGA-Translations, Bulgaria**  
**Project description:** English and Italian to Croatian translation of the company documentation participating in the public tender for procurement of goods and services  
**Field:** TECHNICAL, TENDER BIDDING DOCUMENTATION, CIVIL AVIATION SECTOR  
**Project volume:** 25,000 words
- 18) September 2021, **the client: Impact Language Solutions Kft., Hungary**  
**Project description:** English-Croatian translation of the document related to sustainable investments in securities and derivatives and sustainable investment funds.  
**Fields:** FINANCE, INVESTMENT FUNDS, SUSTAINABLE INVESTMENTS  
**Project volume:** 6,300 words
- 19) July 2021, **the client: Argo Translation, USA**  
**Project description:** English-Croatian translation of a technical manual titled "Coupling Installation Manual"  
**Field:** TECHNICAL, AUTOMOTIVE, MANUAL, MECHANICAL ENGINEERING, COUPLINGS AND HUBS  
**Project volume:** 10,500 words
- 20) July 2021, **the client: Uebersetzungsdienste Peter Štrbak, Slovakia**  
**Project description:** German-Croatian translation of an application for managing and control of card-based payments on retail locations  
**Fields:** BUSINESS, FINANCE, IT, SMART CARD PAYMENT APPLICATION  
**Project volume:** 5,000 words
- 21) June 2021, **the client: Presto Translation Center, Czech Republic**  
**Project description:** English / German to Croatian translation of feature descriptions, UIs, GUIs for the application controlling production process, operation of machines involved In production process, Machine User / Operater Management, measuring operater time and efficiency and other options and features  
**Field:** TECHNICAL, IT, APPLICATION FOR PRODUCTION CONTROL  
**Project volume:** 16,000 words

- 22) May 2021, **the client : Presto Translation Center, Czech Republic**  
**Project description:** English-Croatian translation of feature descriptions, UIs, GUIs and user manuals of various mobile phone models from the range of products of one of the leading mobile phone producers in the world  
**Fields:** TECHNICAL, IT, UIs/ GUIs., MOBILE PHONES, MANUALS  
**Project volume: 16,000 words**
- 23) April 2021, **the client: Andiamo! Language Services Ltd, UK**  
**Project description:** English-Croatian translation / proofreading of the documents related to the line of advanced prosthetic technology products and orthotic devices.  
**Fields:** MEDICAL, MANUAL, MEDICAL DEVICES, HEALTHCARE, ORTHOTIC DEVICES  
**Project volume: 35,000 words**
- 24) March 2021, **the client: Presto Translation Center, Czech Republic**  
**Project description:** English-Croatian translation of the range of products (medical devices) designed to meet lifting and moving requirements across the full spectrum of healthcare environments.  
Ceiling hoist systems used to lift and move patients, mobile lifters for the same purpose  
Where use of ceiling hoists is not appropriate, lifting slings for different patient care tasks and other devices for lifting and moving patients in hospitals and other medical and healthcare institutions.  
**Fields:** MEDICAL, MANUAL., SOFTWARE, UIs / GUIs, PATIENT LIFTING MEDICAL DEVICES, HEALTHCARE  
**Project volume: 20,000 words**
- 25) October 2020, **the client: Presto Translation Center, Czech Republic**  
**Project description:** German-Croatian translation for cleaning and disinfection of medical instruments, manual, technical specification, required conditions for optimal work and good device functioning including instructions for safe working with machinery  
**Fields:** MEDICAL, MANUAL, MEDICAL DEVICES, CLEANING AND DISINFECTION DEVICES.  
**Project volume: 25,000 words**
- 26) October 2019 – January 2020, **the client: Intertranslations S.A., Greece**  
**Project description:** English-Croatian translation of web page, description and features of services and products, application for PCs and mobile devices and legal content (user agreements, GDPR regulation, buyer and seller protection programs and other) of the leading company that provides and operates worldwide online payment system supporting online payments for goods and services and money transfers.  
**Fields:** BUSINESS, FINANCE, IT, UIs / GUIs, ONLINE PAYMENT SERVICES / MONEY SERVICE BUSINESS  
**Project volume: 150,000 words**
- 27) December 2018, **the client: Coral Knowledge Services, India,**  
**Project description:** English-Croatian translation of the operating manuals, description of features, technical documentation, occupational safety and safe working protocols, maintenance manuals and other technical documentation for a product line of hydraulic crawler excavators of one of the leading producers of these types of machinery in the world  
**Fields:** TECHNICAL, MECHANICAL ENGINEERING, manuals for hydraulic crawler excavators, dozers and similar construction machinery  
**Project volume: 50,000 words**
- 28) November 2018, **the client: Intellex Translation & Localization, Russian Federation,**  
**Project description:** Croatian-English translation of various banking documents related to banking products, business reports, loan terms overview, terms and conditions of conversion of loans in Swiss francs to Euros, etc. for one of the leading European banks  
**Field:** BANKING  
**Project volume: 16,000 words**
- 29) April 2018, **the client: Glim Services Linguistiques, France,**  
**Project description:** English-Croatian translation of the user manual, technical documentation and software / mobile application for a medical device designed for ECG recordings  
**Fields:** MEDICAL, USER MANUAL, MEDICAL DEVICES, IT, medical / health applications / software  
**Project volume: 20,000 words**

- 30) December 2017, **the client PoliLingua Ltd., UK**  
**Project description:** **English-Croatian** translation of operating manuals and technical documentation for the line of professional food preparing machines (mixers, blenders, etc).  
**Fields:** FOOD, FOOD PROCESSING MACHINES AND DEVICES (prof. mixers, blenders, etc.)  
**Project volume: 25,000 words**
- 31) August 2017, **the client: Uebersetzungsdienste Peter Štrbak, Slovakia**  
**Project description:** **German – Croatian** translation of series of documents related to the field of occupational safety, work in a safe manner, working with machines and equipment in a safe manner, protective personal equipment (PPE), procedures for safe work at heights, etc.  
**Fields:** TECHNICAL, PPE, SAFETY AT WORK, OCCUPATIONAL SAFETY, SAFE WORK WITH MACHINERY  
**Project volume: 10,000 words**
- 32) June 2012 – December 2012, **the clients: Public Open University Zagreb and EBCL International Center Wien, Austria, [www.ebcl.eu](http://www.ebcl.eu) and [www.pouz.hr](http://www.pouz.hr)**  
**Project description:** **English – Croatian** translation of the educational business curriculum verified by the European Commission and internationally accepted business management educational program EBCL – European Business Competence Licence (EBCL)  
**Fields / education program modules:** financial accounting, financial statements, business indicators, cost accounting, commercial law, investment analysis, project management, cost analysis, business management, making business plan, marketing and sales  
**Fields:** EDUCATION, BUSINESS MANAGEMENT, eLEARNING, marketing and financial management education and other business competencies and business skills, entrepreneurial learning and training  
**Project volume: 100,000 words.**
- 33) June 2016 – September 2016, **the client: Emilia Center Traduzioni, Italy, end client: one of the leading producers of the machines producing blisters, tablets, capsules and other types of packaging for pharmaceutical industry in the world**  
**Project description:** **Italian / English to Croatian** translation of operating and user manuals, technical specifications, maintenance manuals and other technical documentation related to line of machines producing blisters, capsules and other type of packaging for pharmaceutical industry  
**Project volume: 135,000 words**  
**Field:** TECHNICAL, MACHINERY, MECHANICAL ENGINEERING, PHARMACEUTICAL PACKAGING INDUSTRY
- 34) **September 2015 – ongoing business cooperation, the client: Radman s Drink GmbH, Austria, [www.radmansdrink.at](http://www.radmansdrink.at),**  
**Project description:** **German / English – Croatian** translations of business contracts, business / financial reports, marketing presentations, company catalogues, web content, product testing and certificates of quality, declarations and other company documents (**German-Croatian, English-Croatian**)  
**Field:** ENERGY DRINK AND SODA DRINK INDUSTRY
- 35) Since April 2014, **self-employed freelance translator at company PRESERVED TIME**  
**Project description:** **translation** of all kinds of sales, business, finance, tourism and marketing related documents, business contracts, financial reports and other topics (**working languages: English, Croatian, German and Italian**)
- 36) **1997 – September 2013, employed in company Eurotrade d.o.o., Rovinj, Croatia [www.eurotrade.hr/en](http://www.eurotrade.hr/en)**  
ACTIVITIES: **besides working on many middle and top management sales and marketing positions, I was also working as in-house English-Croatian-English and Italian-Croatian translator** (business contracts, financial statements, business and financ.reports., marketing brochures, international business correspondence, prod.catalogs  
**Field:** IT INDUSTRY (printers, laptops, videoprojectors, scanners, copiers, ink jet and toner cartridges, office, artistic and drawing papers, office supplies  
**The company Eurotrade is certified Croatian distributor for HP, Epson, Lexmark,**

**Toshiba, Uni-Ball Japan, Fabriano Italy, Konica-Minolta and other world famous brands.**

EDUCATION AND TRAINING

- 1) 2006, Kuratorium Wirtschaftskompetenz fuer Europe (KWE), European Business Competence Licence (EBCL) – [www.ebcl.eu](http://www.ebcl.eu)
- 2) 1988 – 1993, University of Rijeka, Croatia, Faculty of Economics, degree Master of Economics in international business
- 3) 1987 – Joliet West High School Diploma, Illinois, USA

LANGUAGE SKILLS AND CERTIFICATES

Mother tongue(s) Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	Writing skills
English	C1	C1	C1	C1	C1
Italian	C1	C1	B2	B2	B2
German	B2	C1	B2	B2	B2

**English language certificates:**  
**CAMBRIDGE ENGLISH Council of Europe LEVEL C1 Certificate,**  
 Ref.no.: 146HR0028062, Certif.no: 0045525420,  
 Date of issue: 25/07/2014

**University of Cambridge, Certificate in Business English, LEVEL VANTAGE,**  
 Ref.no.: 04CHR0024026, Certificate number: 0012913970,  
 Date of issue: 05/02/2005

SOFTWARE AND CAT TOOLS

Word, Excel, Powerpoint	Windows 10
Proficient user	Proficient user

Working CAT tools: Memsourse, Smartling, Smartcat, Matecat, Wordbee

**Top specialized translation fields:**

- **BUSINESS, commerce, e-commerce**, business management, business reports, business presentations, project presentations, case studies
- **MEDICAL: clinical trials**, clinical research studies, **medical devices, user manuals for medical devices**
- **LEGAL, business contracts, GDPR, cookie policy, privacy policy, user agreements**
- **CORPORATE DOCUMENTS, various corporate policies and documents,**
- **IT, printers, copiers, printing technologies), various software programs and apps, UIs, GUIs**
- **TECHNICAL, user manuals, operating manuals, maintenance manuals, mechanical engineer.**
- consumer electronics, consumer electronic devices, multimedia, etc.
- AGRICULTURE, agricultural production, organic farming
- **software and APP translation**
- **MOBILE PHONE INDUSTRY (translation of user manuals including GUIs, Uis)**
- **MARKETING, product catalogues, web pages, e-marketing, SEO, marketing brochures,** marketing presentations
- **FINANCE, corporate financing, public finances, financial reports, annual financial statements, financial management, investment studies, feasibility studies, securities, stock exchange**
- **ECONOMICS** , macroeconomic policies, economics theory, economics in general
- **SAFETY AT WORK, occupational safety, personal protective equipment (PPE), work safety protocols,** workplace risk assessments,
- **product testing reports, technical approvals,** quality assurance certificates, safety data sheets

**Other strong translation fields:**

- PHARMACEUTICAL industry and products, machines for production of pharmaceutical packaging
- EU (EU regulations, funding programmes, EU grants)
- tourism & travel,
- steel industry, steel structures, thermal insulating steel sheet roof and wall panels,
- construction business, interior decorating: dry works, suspended ceilings, raised floors etc,
- ecology, sustainable growth, renewable energy resources, environmental issues, sustainable production
- food / food processing industry, food product labels, nutrition, diet programs, culinary and gastronomy