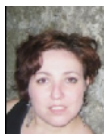




Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Gabrijela Đebro Hodnik**

Address(es) Av. Marina Drzica 64
10000 Zagreb

Telephone(s) +38515531750 **Mobile:** +385959668753

E-mail gabrijela@ziraha-services.com

Nationality Croatian

Date of birth 19. September 1979

Gender Female

Work experience

Dates 2012

Occupation or position held Self-employed translator and Interpreter at Ziraha Usluge d.o.o.

Main activities and responsibilities

- Interpreting
- Translating and reviewing translations
- Mentoring and training of new employees
- Company management

Type of business or sector Translation Industry

Dates 2005- 2012

Occupation or position held Translation Technology Specialist

Main activities and responsibilities

- Interpreting, translating and reviewing translations in language combination EN-CRO, EN-BS, EN-SR and vice-versa
- Improvement of QA process
- Mentoring and training of new employees

Name and address of employer Ciklopea, Međimurska 21, 10000 Zagreb

Type of business or sector Translation Industry

Dates 2005- current

Occupation or position held Part – time interpreter, translator and reviewer for EN-CRO, EN-BS, EN-SR

Main activities and responsibilities Translation, proofreading, QA checks

Names of employers SDL International, BigWord, Skrivanek, LionBridge, Google, KERN, Cleverbridge, Aspenna

Type of business or sector Translation Industry

Dates 2008- 2009

Occupation or position held Chief Content Editor

Main activities and responsibilities

- Content writing and editing
- Management of 30 content writers/translators
- Development of business and communication strategies

Names of employers Bombus, Gjure Deželića 81, 10000 Zagreb

Type of business or sector Information Technology

Dates 2001-2005

Occupation or position held Project and Communications Manager

Main activities and responsibilities

- Preparation and writing of project proposals and plans
- Management of project and overseeing of project implementation along with technical director
- Preparation of client specifications and participation in design of the software functions
- Customer training
- Writing and/or translating of documentation and press releases

Names of employers .Orange Solutions, Banja Luka BiH

Type of business or sector Information Technology

Dates 2003-2005

Occupation or position held Consultant

Main activities and responsibilities

- Preparation, coordination and administration of projects:
 - "IT Business Support Centre"- Project financed by the EU in the amount of €150.000
 - "Promotion of the e-Government initiatives" - Project financed by the EU in the amount of €100.000.
 - "Online legal aid" - Project financed through the EU funds in an amount of €30.000.
- Translation, interpretation and report writing for the respective projects
- Handling press and media activities

Names of employers .Exit Centre Consulting, Banja Luka BiH

Education and training

Dates June, 2011

Title of qualification awarded Internal ISO Auditor for ISO 9001:2008 and EN 15038:2006 standard

Principal subjects/occupational skills covered A specialist course for ISO standard in translation industry

Name and type of organisation providing education and training Buereau Veritas

Dates July, 2005

Title of qualification awarded Completed 3-week programme for young managers

Name and type of organisation providing education and training International Executive and Development Centre (IEDC) Bled, Slovenia

Dates 2005-

Name and type of organisation providing education and training English language and literature Faculty of Philology, Banja Luka

Personal skills and competences

Mother tongue(s) Croatian, Bosnian

Other language(s) Serbian, Bosnian English

Self-assessment	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
English	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
Serbian & Bosnian	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

Social skills and competences I am self-assured, active, communicative person striving to successfully perform and enjoy my job. I am calm and mild-tempered which helps me deal with stressful situation with ease. I am a devoted team player, but also a strong individual. I believe I am able to adapt myself to various working environments and successfully meet even the strictest deadlines.

Organisational skills and competences Thanks to various training courses like the aforementioned Young Managers Programme (and several similar seminars organised) I learned to think methodologically and analytically which helps me to foresee and adequately respond to possible problems. People mostly regard me as a good problem-solver.

Computer skills and competences

CAT TOOLS - Advanced skills

Across, Trados 2007, Trados Studio 2009, SDLX, Passolo, Alchemy Catalyst, Translation Workspace (ex Logoport), and supporting tools like MultiTerm, Xbench, ErrorSpy

CAT TOOLS – Basic skills

MemoQ, Transit, DejaVu, Multilizer

OTHER SOFTWARE - Advanced skills

MSOFFICE 2003/2007/2011 (WORD, EXCEL, POWERPOINT, PUBLISHER, INFOPATH), MSPROJECT, MSVISIO, COREL DRAW, ADOBEACROBAT,

OTHER SOFTWARE - Basic skills

ADOBE PHOTOSHOP, INDESIGN, QUARK XPRESS, HTML Programming