

**Europass
curriculum vitae**



Personal information

Surname(s) / First
name(s)

Maja Milanovic

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Nationality(-es)

Serbian

Date of birth

March 14, 1969

Gender

Female

Dates	October 2015 - present
Name and address of employer	Faculty of Philology, Niksic
Type of business or sector	University Unit
Main activities and responsibilities	English language teacher
Dates	October 2007 – October 2015
Main activities and responsibilities	English language teacher at the Institute
Name and address of employer	of foreign languages
Type of business or sector	Institute of foreign languages, Podgorica
Type of business or sector	University unit
Dates	October 2007 – 2010
Occupation or position held	Vice-dean at the Institute of foreign languages
Main activities and responsibilities	
Name and address of employer	
Type of business or sector	
Dates	November 1995 – 2007
Occupation or position held	English language teacher
Main activities and responsibilities	
Name and address of employer	Primary school 'Oktoih'
Type of business or sector	
Dates	October 1994 – November 1995
Occupation or position held	English language teacher
Main activities and responsibilities	
Name and address of employer	Primary school 'Milorad – Musa Burzan' in Podgorica

Type of business or sector

Dates

2000 - 2007.

Occupation or position held

Main activities and responsibilities

I worked part time at the Institute for foreign languages with the students of Economics (ESP) and I have night courses too. I have been teaching the FCE course, preparing the candidates for the Cambridge FCE exam, BEC exam (Business English Cambridge – all levels)

Name and address of employer

Institute of foreign languages

Type of business or sector

Education and training

Dates

1994. graduated at the Faculty of Philology in Belgrade

Title of qualification awarded

Principal subjects/Occupational skills covered

Name and type of organisation providing education and training

Faculty of Philology in Belgrade

Level in national or international classification

Dates

2002. entered the Postgraduate studies at the Faculty of Philology in Belgrade

Title of qualification awarded

Principal subjects/Occupational skills covered

Methodology of teaching a foreign (English) language

Name and type of organisation providing education and training

Faculty of Philology in Belgrade

Level in national or international classification

Personal skills and competences

Mother tongue(s)

Serbian, Montenegrin, Bosnian

Other language(s)

*Self-assessment
European level (*)*

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

English

Proficient user (C1)	Proficient user (C1)	Proficient user (C1)	Proficient user (C1)	Proficient user (C1)
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French

B2	B1	B2	B1	B1
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Spanish

B2	B2	B2	B1	A2
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Croatian

Near native	Near native	Near native	Near native	Near native
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Serbian, Montenegrin, Bosnian,

Native speaker	Native speaker	Native speaker	Native speaker	Native speaker
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() Common European Framework of Reference (CEF) level*

Social skills and competences

Both team and individual worker

Organisational skills and competences

Good at organizing people because my job involved organizing foreign language teaching at various university departments. I also have a team of translators who work with me on big projects and I organize the work, distribute it among the translators and deliver to the clients.

Computer skills and competences

MS Office, Adobe CS6 (InDesign, Illustrator, Dreamweaver...), AutoCAD, SDL Trados (Studio 2009 and 2011, 2014, 2015), Wordfast, MemoQ 2015, XTM, XTRF, Idiom, Memsources Cloud, OmegaT

Artistic skills and competences

Music school

Driving licence(s)

“B” category

Additional information

Key Qualifications Relevant to the Assignment:

Engaged PROJECTS:

Achievements/Training/Workshops

* **February-June 2014** I finished a prestige online course for teachers organized by State Department- E-Teacher Scholarship Program and granted by the US Embassy in Montenegro. The course was about developing listening and speaking skills. I passed the exam and got a certificate.

* **Since 2010** I am a member of the team who creates and assesses Matura tests, tests for VI and IX grade in Primary school

* I create tests for national competition for Primary schools

* **In April 2010 I become ESOL Oral Examiner for Cambridge exams (PET, FCE, CAE)**

* I am a member of the team of people who create and assess the national tests.

* I attended a seminar for *teacher mentors* and I am also a teacher mentor.

* At the end of **August 2004**, I attended a one-day-seminar in Podgorica which was organized by 'Longman' before introducing new textbooks into primary schools.

* **From June 14th – June 16th 2004.** I led a seminar with a colleague of mine for teachers in Podgorica. The topic of the seminar was 'Teaching young learners'.

* from **November 2003 – April 2004** I attended a seminar for teacher trainers for Young Learners, organized by the British Council and Ministry of Education. After that I became a teacher trainer for Young Learners.

* **In June 2002. and 2003.** I attended seminars in Igalo and Miločer organized by the Ministry of Education of Montenegro and the 'Longman'

Translation Jobs

* I have been translating for 20 years. I translated documents for many companies.

* I have a constant cooperation with the Faculty of Economics in Podgorica/Montenegro and several professors, and I regularly translate their projects and scientific researches, textbooks and seminar works and I do the interpreting for their conferences.

* I am a primary reviewer for a translation agency from Lithuania and I review approximately 10,000 words per week.

* I worked on subtitling and translating 12 videos for the British Council.

* I have been engaged in a large project of the translation agency YYZ from Canada for transcribing and translating audio files – more than 200 hours. I've been Senior Project Manager and work online for the same agency and also translate all documents for my language pairs.

*I translated a book "Parallel destinies". (around 130 pages)

- * I translated 3 books about wines into English (400 pages)
- * I translated a book about Troy by Mr. Milorad Matanovic
- * I was engaged in a few projects with the Central Bank of Montenegro in which I translated books, brochures and catalogues with my colleagues. (around 200 pages)
- * I am a simultaneous interpreter for the UNDP
- * I translate regularly for the following companies: * “Pastrovecchio” – civil engineering company; *“Montimprex” – advertising company; *“Yubriv” – civil engineering company;
- *Mr Dragan Minic, an entrepreneur (I translate his business correspondence);
- *Mr Vladimir Vulekovic, an attorney (I translate his correspondence and I am an interpreter for his clients, too.
- * Mr Dejan Cosovic, an attorney
- *I translate and interpret for the Kennel club of Montenegro and Kennel club of Podgorica (translating documents and correspondence and interpreting during the dog shows).
- *I translated several manuals for machines. I translated the manual for machines for the Road construction Agency.
- * I translated a project concerning trafficking for the OSCE.
- *I translated two projects of implementation the Stockholm convention for the Institute of eco toxicological researches (more than 200 pages).
- * I was engaged in translating a large project about environment protection by the REC - Regional Environment Centre (about 300 pages)
- * I cooperated with the translation agency THI from Romania when I proofread a big project at the end of 2009 (1,000,000 words).
- * I have a regular cooperation with the Erste Bank AD Podgorica.
- * The agency ‘Kitchen TV’ made a contract with me to translate their projects.
- * I translated a website for a Czech chain of hotels.
- * I proofread a textbook for the Faculty of Architecture – the topic was Hotels (600 pages)
- * I cooperate with several translation agencies from Israel when they need my language combinations.
- * I regularly translate and interpret for Mr Dragan Pavicevic, businessman and maintain correspondence with his foreign clients. This includes interpreting as well. The subject area is mostly business but also legal matters, manuals, tenders etc.
- * I translate materials with regards to health care, Home Care Aid manual, several documents for Individual Health Care Providers and their clients.
- *I translate research papers for a few Medical Doctors
- * I translated several manuals for medical devices
- * I translated a few booklets for a client who deals with medical documents (flyers, notifications, cases, booklets, researches...)
- * I proofread around 50,000 words for a client from Spain.
- * I translated a cartoon for a company that deals with subtitling
- * I also translate for individuals and my fields of expertise are **economics, legal stuff, civil engineering and machinery, IT, veterinary/animals, science, chemistry, education, medicine, agriculture, pharmacy, history, art, media, marketing,**

philosophy, linguistics. I often translate some medical documents for a client who runs a private clinic. I translated thousands of pages so far. I am a member of the Association of translators and interpreters of Montenegro and the Association of Applied Linguistics of Serbia and Montenegro. I am also a member of ELTA (English Language Teachers Association)

Professional interests:

* **From January 1999. - January 2001.** I attended winter and summer seminars organized by the Ministry of Education of Montenegro and British Council. The seminars were led by Mr. John Rogers. The topic of these seminars was mostly trainer development.

* **In February 2000.** I was a presenter at the seminar for ELT in Podgorica which was organized by the Ministry of Education of Montenegro and the British Council. The topic of my presentation was '*Testing in the Classroom*'

* **February 1996. – May 1996.** I attended the **COTE course** (Certificate for Overseas Teachers of English)

My further professional interests go in the direction of methodology of teaching young learners. I have written several essays on that topic: '*Vocabulary Acquisition*', '*Communicative, cultural and cognitive factors in language acquisition*', '*Acquisition of the first and the second language*', '*Teaching writing*', '*To teach or not to teach grammar*', '*Evaluation of a course book*', '*Testing in the Classroom*'. '*Assessing Young Learners*', '*Teaching Grammar to Young Learners*', '*Error Analysis and Vocabulary Acquisition*'. My topic for MA degree is '*Problems in acquiring vocabulary of English as a foreign language in the primary school*'. I am a member of the Association of Applied Linguistics of Serbia and Montenegro. (At the Congress which was held in September 2003, I had an essay '*Vocabulary Acquisition*'.

I am also a member of **ELTAM** (English Language Teachers' Association of Montenegro).

I like both teaching and translating and they are a part of my professional career.

Hobbies and Interests:

I love dogs and I am an international FCI judge for dog shows. I also breed Samoyed dogs.

References: PhD **Igor Lakic** - the Dean of the Institute of foreign languages;
PhD Smiljka Stojanovic, professor at the Faculty of Philology in Belgrade, also my mentor,
PhD Boban Melovic – professor at the Faculty of Economics
PhD Mijat Jocovic – professor of Law at the Faculty of Economics
Doc PhD Milan Lakicevic – professor at the Faculty of Economics
Miodrag Vretenicic – General Secretary of the Kennel Club Montenegro
Dragan Pavicevic – regular client and businessman