



EDUCATION

MA SWEDISH LANGUAGE AND CULTURE

Faculty of Humanities and Social Sciences, Zagreb | May 2021

MA ENGLISH LINGUISTICS

Faculty of Humanities and Social Sciences, Zagreb | September 2022

RIKSFÖRENINGEN SVRIGEKONTAKTS INTERNATIONELLA SPRÅKKURS

Study Abroad Program
Jun - Aug 2016, Jun - Aug 2017

SKILLS

Detail-oriented

Organizational skills

Project management

Student-centered learning

Proofreading, editing

Event planning

MS Office, MS Teams, Outlook

Driving licence B1

Trados, MemoQ, Memsource

LANGUAGES

English | C2 proficiency

Swedish | C1 proficiency

Norwegian | B2 proficiency

Croatian | native speaker

Spanish | B1 proficiency

EXPERIENCE

FOREIGN LANGUAGE TEACHER SWEDISH NORWEGIAN ENGLISH

Intellecta škola stranih jezika | September 2021 – July 2022

Instructing students individually and in groups in ages ranged from 16 to 65, adjusting methods to adapt and meet students' varying needs and interests in online and live sessions. Enhancing student learning by optimizing wide range of instructional approaches.

- Teach Norwegian, Swedish and English A1, A2, B1 and B2 courses
- Provide high-quality language lesson development and delivery
- Participate in ongoing planning, development, and evaluation of curriculum
- Supervised center management, including preparation of materials and administrative activities

PROJECT COORDINATOR

Ciklopea | January 2021- September 2021

Coordinating translations to multiple languages simultaneously, consisting of mediation with the clients, overseeing translators and quality assurance

- organising complex translation and localization projects, managing priorities, financial aspects and resources
- preparing translation packages in Trados, MemoQ and Memsource and documentation
- building and maintaining successful relationships with the clients

ADMINISTRATIVE OFFICER

Dabar informatika d.o.o. | February 2015 - September 2018

Responsible for day-to-day task management within an organization, communications, responsible for event organization, as well as serving as a greeter for incoming clients.

- Confering with accounting department to help make payments, process incoming invoices, and verify receipts
- Scheduling meetings, organizing weekly team buildings, organizing annual dinners

NORWEGIAN TEACHER

Sokrat institut | February 2020 - November 2021

Instructing adult individuals in foreign languages. Preparing optimal classes specific to clients' expertise and needs.

- Teaching Norwegian A1, A2 and B1 courses
- Teaching Swedish C1 courses
- Organisation of online and live sessions as well as preparing necessary materials

ENGLISH TEACHER

Helen Doron English | July 2019 – February 2020

Instructing students individually and in groups in age ranged of 2 – 15, adjusting methods and organising different events, schedules and activities to introduce English language and culture to young learners.

- Organization of classes.
- Assessed the needs of students and modified teaching style and lesson plans to accommodate different learning needs