

SVETLANA ĆIRKOVIĆ-MILIĆ

BIOGRAFIJA



Rođena sam 30. oktobra 1960. Drugu beogradsku gimnaziju završila sam 1978. godine, a zatim upisala Filološki fakultet u Beogradu - Katedru za engleski jezik i književnost i Katedru za italijanski jezik i književnost - dvostruke (paralelne) studije. Po tadašnjem programu, dvopredmetne studije su predstavljale paralelnu dvojezičnu grupu – sa svim predmetima jezičkih i književnih studija kako na engleskom, tako i na italijanskom jeziku.

Već tokom studija imala sam prilike da se oprobam u pisanju na svojim jezicima. Svoje tekstove o italijanskoj književnosti objavljivala sam između ostalog i preko italijanske redakcije Radio Kopra. Na II godini studija dobila sam nagradu BBC-ja i DLF TV za sastav anticipatorskog karaktera *I giovani incontrano l'Europa - Mladi u susret Evropi*, i kao dobitnik nagrade boravila na studijskom boravku u Milanu. Slede studijski boravci u Peruđi, Sijeni, Kenterberiju...

Studije sam završila sa odličnim ocenama na diplomskim ispitima i posvetila se karijeri stručnog prevodioca i sudskog tumača za engleski i italijanski jezik. Po završetku Specijalizacije za stručne prevodioce pri Udruženju stručnih i naučnih prevodilaca Srbije za 5 naučnih, tehničkih i društvenih oblasti (ekonomija, pravo i društveni sistem, elektrotehnika, građevina, mašinstvo), intenzivno se bavim prevodjenjem ekonomskih, pravnih, medicinskih i drugih naučnih tekstova, kao i simultanim prevodjenjem.

Godine 1990. zajedno sa suprugom Vladanom pokrenula sam privatno preduzeće za prevodilačku delatnost "ELECTA" gde sam imala prilike da se okušam ne samo kao prevodilac, već i kao menadžer i prevodilac lektor.

Kao zreo profesionalac, usavršavala sam se iz oblasti pismenog, konsekutivnog i simultanog prevodjenja u Engleskoj, Francuskoj i Italiji gde sam stekla vredna iskustva i znanja iz oblasti tehnika simultanog i konsekutivnog prevodjenja, kao i teorijska znanja iz oblasti evropskog prava, međunarodnih organizacija, međunarodne ekonomije i srodnih oblasti.

Kao sudski tumač pri Okružnom sudu u Beogradu bila sam u prilici da prevodim razne pravne tekstove iz svih oblasti pravne nauke i prakse, počev od upravno pravnih akata i ličnih dokumenata, pa do međunarodnopravnih dokumenata i domaćih zakonskih tekstova.

Pored italijanskog i engleskog jezika koji su mi profesionalni - radni jezici, aktivno se služim francuskim jezikom.

Značajniji poslovi.

- Overeni prevod kompletne imovinsko-pravne dokumentacije vezane za posede u Somaliji (srpsko-italijanski i italijansko-srpski)
- Statuti, osnivačka akta i druga privredno-pravna dokumentacija, izvodi iz registra preduzeća, klasifikacija delatnosti i dr., za razne privredne subjekte (srpsko-engleski i obrnuto, srpsko-italijanski i obrnuto, englesko-italijanski)

- Kompletni nastavni programi za veći broj fakulteta (srpsko-italijanski, srpsko-engleski), kao i razne vrste obrazovnih dokumenata u svim mojim jezičkim kombinacijama
- Knjigovodstvena dokumentacija za veći broj preduzeća (srpsko-engleski, srpsko-italijanski)
- Ugovori privrednog prava – ugovori o zastupanju, ugovori o transferu tehnologije, ugovori o strateškim savezima trgovinskih društava i slično u svim mojim jezičkim kombinacijama.
- Privatno-pravni ugovori (ugovor o zakupu, ugovor o poklonu, ugovor o kupoprodaji stana (srpsko-engleski, srpsko-italijanski, italijansko-srpski)
- Elektronska sajamska prezentacija pojedinih sajмова za Beogradski sajam i za WTC (World Trade Center – Belgrade) (na engleskom)
- Poslovni razgovori za italijansku firmu FULL HOSPITAL interdisciplinarni prevod (pravo, ekonomija, medicina – simultano i konsekutivno u trajanju od 7 radnih dana po 6 radnih sati uz prevod prateće pisane poslovne dokumentacije)
- Poslovni razgovori PTT-TELEKOMA sa italijanskim partnerima (usmeno – simultano)
- Projekat Američkog Instituta Demokratske Partije a preko agencije za marketing i javno mnjenje „MEDIUM“ (1996-1998) – neposredno prevođenje zvučnog materijala ispitivanja na kasetama, pri čemu se zvučni materijal pretežno sastojao od usmenog razgovora sa ispitanicima o političkoj situaciji u Bosni i Srbiji, izborima i slično. Primenjena tehnika sastojala se u direktnom kucanju engleskog teksta uporedo sa slušanjem zvučnog materijala na srpskom jeziku (bez pripremljenog engleskog teksta). Za istu kuću „MEDIUM-GALUP“ uradila sam takođe i nekoliko prevoda stručnih radova, kao i ispitivanja tržišta za potrebe stranih klijenata.
- Veći broj **VENČANJA** u skoro svim beogradskim opštinama (sa srpskog na engleski i sa srpskog na italijanski). Bila sam u prilici i da prevodim kompletan tok **CRKVENOG VENČANJA** sa srpskog na engleski jezik (usmeno – u trajanju od oko sat i po – kompletna biblijska i crkveno-pravna terminologija – sa pratećom dokumentacijom).
- **MEDICINSKA DOKUMENTACIJA** – overeni prevodi srpsko-engleski, srpsko-italijanski, englesko-srpski i italijansko-srpski (anamneza, epikriza, otpusne liste, kompletni dosijei). Medicinska dokumentacija u sklopu postupka za naknadu štete usled povrede, kao i propratni dopisi.(srpsko-engleski, englesko-srpski).

Usavršavanje van struke:

- Seminar za PUBLIC RELATIONS (odnose sa javnošću) u trajanju od tri meseca u organizaciji PRA – Belgrade. Tokom seminara posebno se izučavao krizni PR, PR psihologija, marketing, organizacija medija, medija-plan, osnovi korporativnog imidža. Po sopstvenom izboru, na kraju seminara izradila sam studiju „*Uloga prevodilaca i prevođenju u PR-predstavljanju naše zemlje u inostranstvu*“

Radovi:

- **HAMURABIJEV ZAKONIK: Pravna sigurnost – sistem sankcija – mehanizam**

ostvarenja „nepogrešive pravde“ (rad nagrađen iz fonda Alberta Vajsa)

- Pravnička profesija u Engleskoj i Sjedinjenim Državama
- Recepcija rimskog prava
- „Uloga prevodilaca i prevođenju u PR-predstavljanju naše zemlje u inostranstvu“

OSPOSOBLJENOST ZA PREVOĐENJE

JEZICI:

Srpski-engleski i obrnuto

Srpski-italijanski i obrnuto

Italijanski-engleski i obrnuto

Francuski-srpski

Francuski-italijanski, francuski-engleski

OBLASTI

- Ekonomija, privreda, marketing
- Pravo
- Društvene nauke
- Medicina
- Prirodne nauke po potrebi

ISKUSTVO

- 20 godina (u sudskom tumačenju 17 godina kroz firmu i samostalno)

KOMPJUTERSKE VEŠTINE:

- MS Office, WinXP
- Internet

Hobi: klasična, kvalitetna jazz i rock muzika, filosofija i književnost, korisnička informatika.

SVETLANA ĆIRKOVIĆ-MILIĆ**CURRICULUM VITAE**

I was born on October, 30, 1960. I finished the Second Grammar School in Belgrade in 1978. Diagnosed as very endowed for languages and social sciences, I enrolled into the Belgrade University School of Philology – English Language and Literature Department and Italian Language and Literature Department (double major studies). Under the then-curriculum, the double major studies were parallel studies of both languages and literatures with all the subjects included both from the English Department and the Italian Department, both in two languages and two literatures.

Since the student age I was in a position to tackle creative writing in my languages. One of my Italian literature essays was aired by the Radio Capodistria – Koper station. At the end of the second academic year of my undergraduate studies I was awarded BBC and DLF TV prize for an almost clairvoyant essay entitled “*I giovani incontrano l’Europa*” – “*The youth encounter Europe*”, and as the only prize winner from the then-Yugoslavia, I had a memorable sojourn in Milan. Followed language-study sojourns in Perugia and Siena (*Corso superiore* – An advanced course for graduates and Italian language teachers and language professionals), where I also got familiar with Italian-English and English-Italian translation exercises, both in writing and orally. In the course of my studies I also sojourned several times in Canterbury perfecting my language competence and skills at an advanced level.

Having finished my studies with excellent grades, I dedicated myself to sci-tech, legal and social sciences translation, pursuing a career of sci-tech translator and sworn-in Court interpreter for the English and Italian languages. Having terminated a one-year sci-tech translation specialization at the Association of Sci-tech translators of Serbia, covering 5 disciplines, i.e.: (economics, law and social system, electrical engineering, civil engineering and mechanical engineering), I gathered extensive experience in translation of economic, legal, medical and other technical papers and documents, as well as in interpretation.

In 1990, together with my husband, I started up a private-owned translation enterprise “ELECTA”, then the first enterprise of the kind, where, apart from my foreign language skills I had an opportunity to put to test my managerial and proofreading skills as well.

As a full-fledged professional, I attended professional specialization courses in written and oral (simultaneous and consecutive) translation in the UK, France and Italy – where I acquired precious experience in the fields of simultaneous and consecutive translation techniques, as well as theoretical knowledge in the field of the European Law, international organizations, international economics and affiliated disciplines.

In the quality of sworn-in court interpreter and translator appointed by the District Court in Belgrade, I have translated a variety of legal texts and documents in the field of jurisprudence and legal practice pertaining both to common law and continental legal systems. My professional activity spanned from administrative law documents and personal

documents to international law documents and national legislation.

Apart from Italian and English – my professional working languages, (I write and speak in all language combinations), I also have a considerable French language command.

Major jobs

- Certified translation of a complete property law documentation concerning Somali estates (Serbian-Italian, Italian-Serbian)
- Articles, memorandums, and other commercial law documentation, enterprise incorporation documents, and similar documents (Serbian-English and vice-versa, Serbian-Italian and vice-versa, Italian-English)
- Complete syllabuses of a number of University schools Serbian-English, Serbian-Italian, as well as other education-related documents from and into all my working languages.
- Accounting documents for a large number of companies (Serbian-English, Serbian-Italian)
- A variety of contracts in all my working languages
- Cyber-presentation of some fairs and events for the Belgrade Fair and WTC (World Trade Center – Belgrade) (in English)
- Business negotiations and talks for the Italian company FULL HOSPITAL – an interdisciplinary translation covering law, economics, medicine, - a 7-day simultaneous and consecutive translation (42 hours in total) including translation of documents
- Business talks for PTT-TELEKOM with Italian partners (oral – simultaneous).
- An American Democratic Party Institute project through “MEDIUM” public opinion research agency (1996-1998) – direct translation of soundtrack material consisting mostly of interviews with subjects, the topics being political situation in Bosnia and Serbia, elections and the like. The translation methodology applied was “typing directly in English what was heard in Serbian” (with none text in between). I also translated several research papers and the market research reports for their foreign clients.
- A great number of **WEDDING CEREMONIES** in almost all Belgrade municipalities (Serbian-English, Serbian-Italian). I was in a position to translate – interpret a **CHURCH WEDDING CEREMONY** from the beginning to the end from Serbian into English (lasting about an hour and a half – including biblical and church law terminology – accompanied by the relevant documents)
- **MEDICAL DOCUMENTATION** – certified translations (Serbian-English, Serbian-Italian, and vice-versa) encompassing anamnesis, epicrisis, medical certificates, , discharge certificates). Medical documentation as part of indemnation procedure (English-Serbian, Serbian-English)

Additional specializations

- Three-month Public Relations Seminar organized by PRA – Belgrade. An emphasis was placed on Crisis management PR, PR psychology, Marketing, Media Management and Media Plan, Corporate Image Fundamentals. As my own field of

interest, I suggested to my advisors (journalists and other media professionals) I should write and present the paper entitled "*The Role of Translator and Translation in PR-presentation of FR of Yugoslavia abroad*".

Papers:

- **THE CODE OF HAMMURABI: Legal security – the system of sanctions – the mechanism of implementation of “infallible justice”** (the paper was awarded the “Albert Vajs” foundation prize)
- **The legal profession in the UK and in the USA**
- **The Roman Law Reception**
- **“The Role of Translator and Translation in PR-presentation of FR of Yugoslavia abroad”**

TRANSLATION SPECIALISATION

LANGUAGES:

Serbian - English and vice versa

Serbian - Italian and vice-versa

Italian - English and vice-versa

French – Serbian,

French-English and French-Italian

FIELDS:

- **Economics, Business, Marketing**
- **Law**
- **Social studies**
- **Medicine**
- **Natural sciences (if needed)**

EXPERIENCE:

20 years.

COMPUTER SKILLS

- **MS Office, WinXP Professional**
- **Internet**

Hobbies: classical, jazz and rock music, philosophy, literature, user computing.