

PERSONAL INFORMATION **Dragan Markovic**

📍 Dejana Mancica 6, 18000 Nis (Serbia)

Sex Male | Date of birth 18 April 1977 | Nationality Serbian

PREFERRED JOB **Translator**

WORK EXPERIENCE

2000 – 2002 **Translator, Interpreter**

TV Belle Amie, Nis (Serbia)

Subtitling

Live broadcast interpretation (sport events, politics)

Translation of legal documents and marketing material

2001 – 2002 **Teacher**

Fair Play School of English, Nis (Serbia)

Teaching English to elementary school children

2004 – 2006 **Translator**

Softtiter Italy

Translation and review of subtitles

2002 – Present **Translator**

Freelance

Translation in the following fields:

- Medical: radioactive therapy equipment user's manual translation (Philips Medical ~150,000 words)
- Construction: lifting equipment user's manual translation (Liebherr ~350,000 words)
- **Automotive**: truck operator's manual translation (Volvo, Scania ~300,000 words)
- IT: mobile phone user's manual translation (Motorola, Sony Ericsson, Nokia ~2,5 million words)
- IT: mobile phone and computer software localization (Android, Windows Mobile ~1,5 million words)
- IT: website localization (politics, sports, science) (Southeast European Times ~40,000 words)
- Medical: clinical study data translation (Transcom Global ~40,000 words)
- Medical: patient interview transcript translation (Transcom Global ~20,000 words)
- Business: tender material (~50,000 words)
- HR: employee training material and rules of conduct material (Philip Morris ~100,000 words)

2006 – Present **Translator, Reviewer, Language Lead, Team Lead**

Littera Sr Translation Agency, Nis (Serbia)

Translator

- IT: UI localization for a major mobile phone manufacturer (Motorola, Nokia, Sony Ericsson)
- IT: UI localization for a major software developer (Microsoft Windows XP/Vista/7/8, Microsoft Office 2007/2010)
- Medical: User's manual translation for a major laboratory equipment manufacturer (Covance, Becton Dickinson)
- **Automotive**: Operator's manual translation for a major automotive corporation (Volvo)

Reviewer

- IT: Linguistic review of localized UI/help content/legal documents and EULAs for a major Web search provider (Google)
- IT: Linguistic review of localized UI/help content/EULAs etc. for a major software development corporation (Microsoft, Google)
- Medical: Review of translated user's manuals for a major laboratory equipment manufacturer (Covance, Becton Dickinson)
- Medical: Review of translated user's manuals for major medical imaging equipment manufacturers (Samsung Medison, GE Healthcare, Philips Medical)

Language lead/team lead

- Conducting checks to ensure consistency and accuracy of translations provided by multiple resources
- Leader of a translation team assigned to handle large translation volumes
- Assembled thorough linguistic guidelines to ensure high quality of output

EDUCATION AND TRAINING

1996 – 2005 **MA, English Language and Literature**  
English language, 3-year translation course

PERSONAL SKILLS

Mother tongue(s) Serbian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Written interaction	Spoken production	
French	A2	A2	A2	A2	A2

Levels: A1/A2: Basic user - B1: Independent user - C1/C2: Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

- Assembled a list of guidelines to be followed by all members of a translation team
- Attended conference calls with client project managers and contributed to the discussion about quality, improvement of work process, time efficiency, etc.

Organisational / managerial skills

- Managed a team of translators working on several high-volume projects, conducted consistency and quality checks and quality discussion with the team
- Conducted training of new team members

Computer skills

High experience using the following software:  
MS Office 2007  
Trados  
Idiom Workbench  
Passolo  
SDLX  
Wordfast  
Google Translator Toolkit