

PERSONAL INFORMATION

Martina Malinović



 SLO: Ul. Gradnikove brigade 49, 5000 Nova Gorica, Slovenija

 ITA: + 39 328 785 9079 SLO: +386 (0) 40 352 414

 martina.malinovic@gmail.com

Sex Female | Date of birth: 29/06/1985 | Nationality: Slovenian

PREFERRED JOB/ CAREER FIELD

Administration, Project management, Organization, HRM, Coordinator, Marketing, Researches...

WORK EXPERIENCE

From March 2016

Business Secretary, administrator, organizer, invoicing COMPANY

Invoicing, paying invoices, preparing documents, business correspondence, recovering overdue payments, employee motivation and team working, support activities, informing customers, redirecting customers to employees with appropriate knowledge and skills, solving problems, collecting intelligence of trucks, trailers, drivers, other

Business or sector: Goods transport

From October 2013 to
October 2015

Business Secretary, administrator, organizer

Steklarstvo Loverčič Kristjan s.p., BU Nova Gorica

Receiving customers, supplying materials, organizing installation of glass products, invoicing and preparing other documents (form of delivery, formal letters), business correspondence, using SOAP program, price calculations, recovering overdue payments, employee motivation and team working, organization of transport between business units, managing the new website, various support activities (recording of municipal waste removal, decorating the shop, modeling the promotional and sample material), telephonist, informing customers, redirecting customers to employees with appropriate knowledge and skills.

Business or sector: Glazier - Glass and various glass products

July, august,
september 2013

Business Secretary, administrator

Go mont, inženiring in izvedba d.o.o.

Review and sorting mail, preparing offers according to the instructions (and independently for Velux windows), recording and sending offers to customers, overviewing e-mails and preparing information for the director, recording of received bills (in SOAP program), recording revenues and expenditure for each project, recording the take-over of materials, identifying deviations in the execution of works, procurement of sports equipment according to customer orders, distribution of sold goods, writing formal letters, accounting, production of various analyzes of the company performances, introducing various measures to improve the efficiency, concern for a clean and tidy office, communication with suppliers

Business or sector: Construction and sales of sports equipment

Ocasionally from june
2012

Secretary, accounting, supply office

Overview of mail, writing offers, invoicing, purchasing materials, using SOAP program, communicating with customers and suppliers, accounting, business correspondence, paying bills

Business or sector: Construction and sales of sports equipment

January 2011 to june 2011

Tuition, help with studying

Explanation of basic concepts, repetition (Math, Slovenian, Chemistry, Geography, Italian ...)

Business or sector: Tuition

September 2009 to
September 2010

Mistery shopping

Skrivnostni nakup d.o.o.

Close observation of certain elements, taking into account the scenario of shopping, writing reports, strict compliance surveys and questionnaires

Business or sector: Specific business solutions

February 2009 and June
2007

Auxiliary worker in the production of pharmaceuticals for external use

Goriška lekarna Nova Gorica, Rejčeva ul. 2

Auxiliary works in the Galenski laboratorij (packaging, marking, weighing, using program for creating labels)

Business or sector: Retail, manufacturing of medicines for external use

July 2008

Business secretary / receptionist / auxiliary accountant

Goriška lekarna Nova Gorica, Rejčeva ul. 2

Auxiliary business secretary work (reviewing mail, communicate with other business units, receiving customer phone calls and sending / receiving faxes, organizing work), accounting (register bills and credits in the computer), archiving old documents, participating in the selection of a new logo, receiving customers

Business or sector: Retail, manufacturing of medicines for external use

October 2007

Translation (Slovenian to Croatian)

EPI-PACK d.o.o., Miren 137B, 5291 Miren

Translation of the instructions for the use of packaging machine from Slovenian into Croatian

Business or sector: Packing company

EDUCATION AND TRAINING

1.10.2009 – 1.10.2011

Master of Business Studies

EQUIS

Ekonomska fakulteta Univerze v Ljubljani, Kardeljeva ploščad 17, 1000 Ljubljana

- Management of business excellence, change management, advanced management, Organization and Management

EQUIS

1.10.2004 – 14.9.2009

Bachelor of Business Economics and Organizational Sciences

Ekonomska fakulteta Univerze v Ljubljani, Kardeljeva ploščad 17, 1000 Ljubljana

- Planning, organizing, leading, controlling, human resources, basics of macro and microeconomics, entrepreneurship, statistics, business informatics, business mathematics, marketing, accounting, management accounting, corporate finance, monetary economics, strategic management, analysis and business planning, international business and marketing

PERSONAL SKILLS

Mother tongue(s)

Slovenian, Serbian/Croatian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C2	C2

English	Gold national award (High school)				
	C1	C1	C1	C1	C1

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- school education and previous work experience
- degree in the field of communication within leadership
- participation in international business negotiations (Go mont d.o.o., Steklarstvo Loverčič s.p.)
- translation and interpreting for a Croatian and an Italian company

Organisational / managerial skills

- knowledge of the process of organization, efficiency(studies and work experience)
- Systematic writings of reports (knowledge acquired in school education and work)
- Clean and tidy work environment
- Understanding the role of leader and appropriate leadership style (schooling, bachelor thesis)
- Understanding of the need for efficiency, quality and business excellence of the company (production complex project evaluation business excellence in selected companies based on the EFQM model in the course Business Excellence Business - team work)

Job-related skills

- Knowing the process of packaging products, especially medicines for external use (acquired through work experience)
- cash register work
- Knowledge of glass and glass products
- Knowledge of some construction materials

Social skills

- Flexibility regarding working conditions (personal character, experience in the work requirements of the school system)
- Accepting responsibility (part of the experience acquired knowledge and experience in school projects)
- Empathy (life experience, personal character)
- Teamwork (work and school experience)
- Suitable, ethical, social and responsible approach to customers, clients, customers (writing a master's thesis with the topic of customer relations management) and employees
- Understanding of the process of introducing changes in the company from the organizational point of view, and in terms of people (attendance module change Management in the graduate program and making the final task on this topic, teamwork, grade 10)
- Opportunities and limitations of Goriška region (Future of Gorizia region in 2012, lecture at Primorski Tehnološki Park)

Computer skills

- Good knowledge of computer MS Office package (Word, Power Point, Excel) (schooling, work experience , hobbies)
- Knowledge of the program i - bon (the data on the operations of Slovenian companies) and other online databases (bizi.si , GV IN ...), and the financial information of Slovenian companies (school education)
- SAOP program
- Skillfully data search the World Wide Web www (schooling, work, leisure)
- Quick learning of new programs (participation in the project Timko - collaborative learning using information technology - Žalec , 2003)
- Detailed look into the design, creation , operation and impact of the pilot e-platform of College of Arts, University of Nova Gorica: create connections and social capital through interesting news , social internet, portfolio self-projection, forums, blogs , galleries, streaming video etc. (Round table with a press conference 28.9.2010 College of arts, University of Nova Gorica)
- Learning about the Linux operating system (Ubuntu , Kubuntu) and some programming language
- News on electronics (Fiera di Pordenone 2017 April)

Artistic skills

- Creativity
- Drawing skills portraits, objects, characters mathematical, spatial perception, sketches, cartoons (in the period from 1999 to 2004, participation in art circles, drawing for individuals, design class mascots)

Other skills

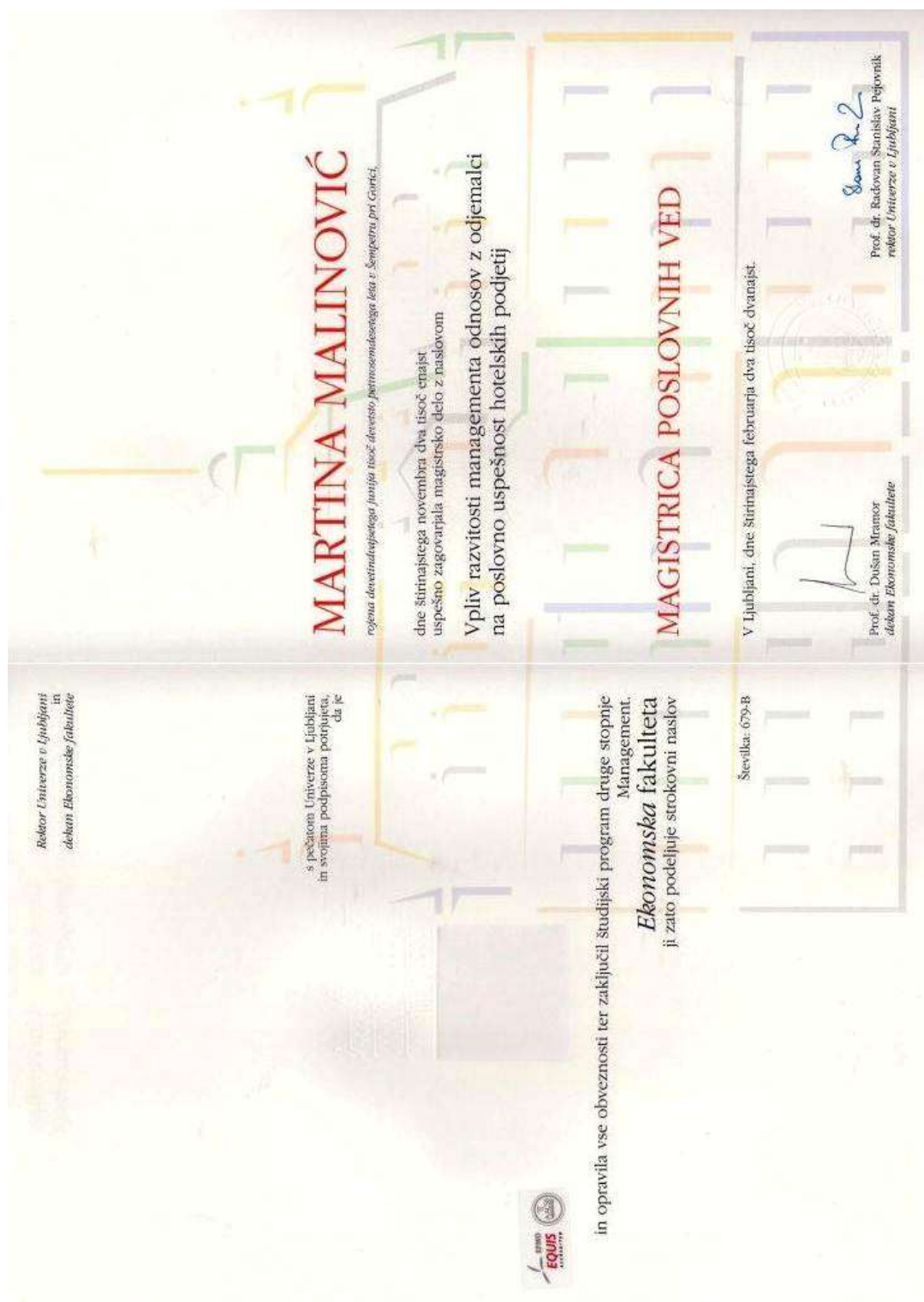
- Help, design, consultancy, guidance for seminars and researches
- Concerns for professional development (daily news, reading articles of management and economics in general, fashion trends, music, participating in 10th business conference in Portorož, 22nd October 2009, attending public debate 26.10.2009 on the impact of financial crisis of the labor market and poverty and various successful businesses individuals (2009 Student Business Conference)
- Flexibility (working extra hour, adopting additional tasks)
- Commitment to work (thorough preparation to carry out the work , for example . Implementing the mysterious purchase, purchase (additional) materials for instruction at their own expense) Motivation and a positive attitude to work kakršnegakoli (also free tutoring and assistance in the manufacture or finishing . Term papers, attitude " of anything you can learn something and personal growth ") and motivate other people (team work during school and work)
- Successful MENSA testing
- Invitation for presentation of EF master's thesis at the Student Business Conference 2013

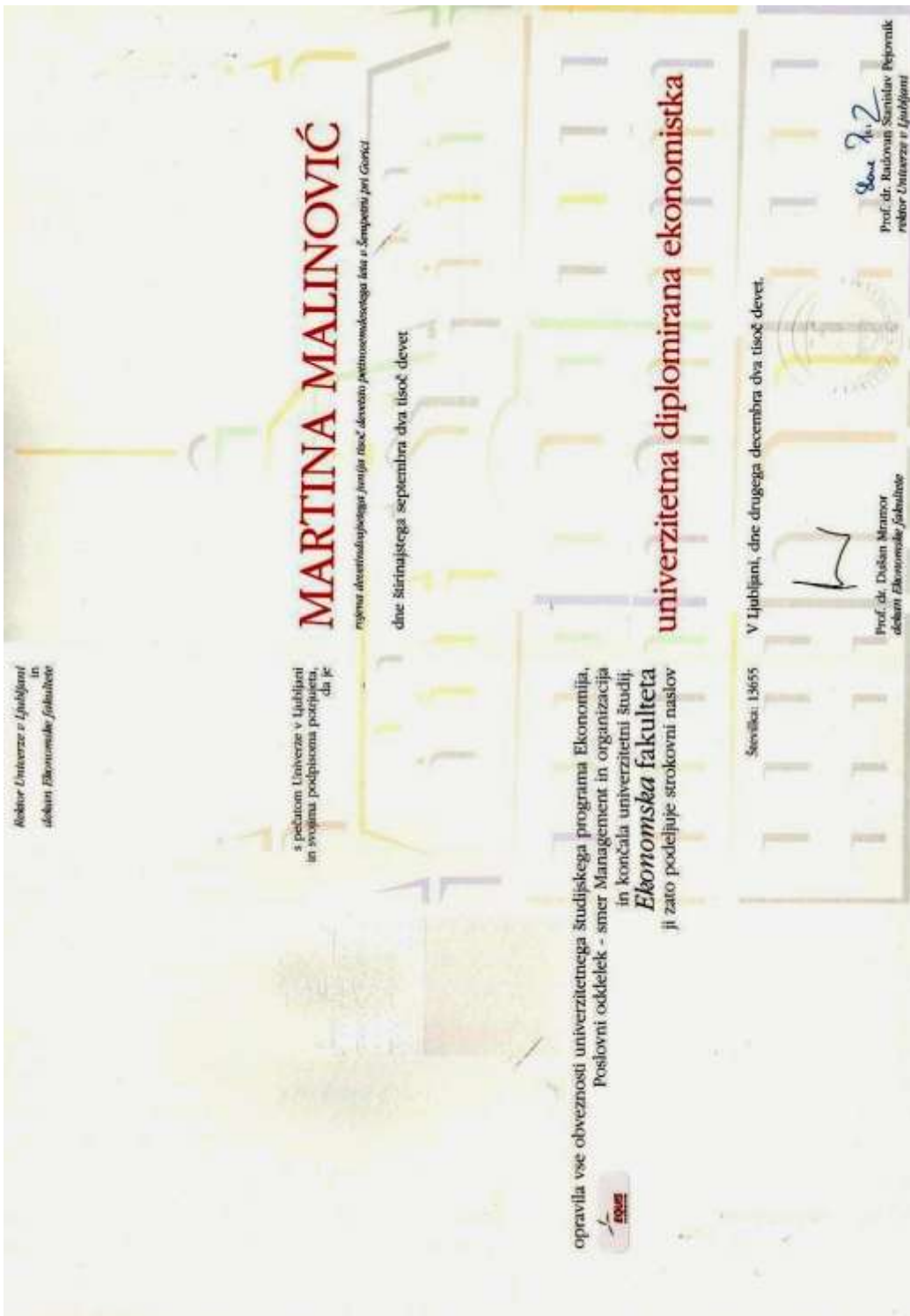
Driving licence

- B

ANNEXES

- Copy of master's degree
- Copy of Bachelor degree
- Copy of State Golden recognition for Italian
- Copy of the participation at the Timko project
- Copy of the Certificate of attendance at Student Business Conference 2008
- Copy of course of Serbian legal language 2015
- Copy 2nd conference of legal interpreters 2015
- Copy of course of consecutive interpretation 2015
- Copy of course of the law 2015
- Copy Copy of the 3rd conference of interpreters, experts and judicial appraiser
- Copy Farra observatory card





ZLATO PRIZNANJE

za uspešno sodelovanje na državnem tekmovanju
iz italijanskega jezika

prejme

Martina Malinovič

Ljubljana, 23. maja 2003

DRUŠTVO ZA TUJE JEZIKE IN KNJIŽEVNOSTI SLOVENIJE
predsednica Nubia Zrimec, prof.


DRUŠTVO
ZA
TUJE JEZIKE IN KNJIŽEVNOSTI
SLOVENIJE

ZA PRIZADEVANJE IN
DOSEŽEN USPEH
V PROJEKTU
TIMKO



ZAVOD RS ZA ŠOLSTVO

PREJME

PRIZNANJE

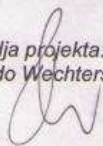
MARTINA MALINOVIC

**SREDNJA EKONOMSKA IN TRGOVSKA ŠOLA, NOVA
GORICA**

Žalec, 12. junij 2003

Timko20/03

Vodja projekta:
Rado Wechtersbach



ZAVOD
REPUBLIKE
SLOVENIJE
ZA ŠOLSTVO
LJUBLJANA



Direktor
Alojz Pluško





Appendix 6: Copy of course of Serbian legal language 2015





REPUBLIKA SLOVENIJA
MINISTRSTVO ZA PRAVOSODJE
CENTER ZA IZOBRAŽEVANJE V PRAVOSODJU

P o t r d i l o

Martina Malinović

rojen/a 29.6.1985 v kraju Šempeter pri Gorici

stanujoča Gradnikove brigade 49, 5000 Nova Gorica

se je udeležila

2. STROKOVNEGA SREČANJA SODNIH TOLMAČEV SLOVENIJE,

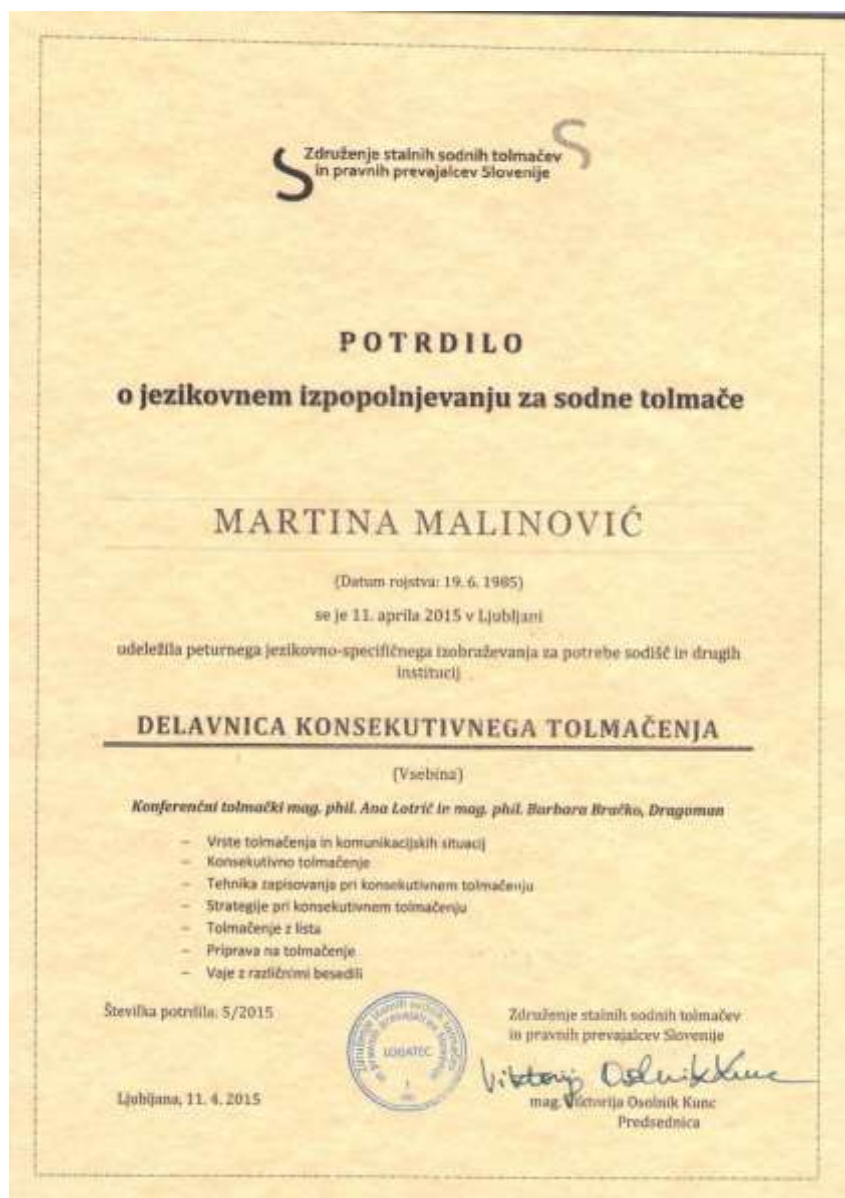
ki je potekalo 2. oktobra 2015
v Ljubljani.

V Ljubljani, 2. oktobra 2015



dr. Tadeja JELOVŠEK
višja sodnica
direktorica







POTRDILO

MARTINA MALINOVIĆ

(Datum rojstva: 29.6.1985)

se je 17. oktobra 2015 v Izoli

udeležila štiriurnega splošnega strokovnega izobraževanja s področja kazenskega prava
za potrebe sodišč in drugih institucij za sodne tolmače

SPLOŠNI PRAVNI SEMINAR – KAZENSKO PRAVO


[Vsečina]

Predavatelj: Hinko Jemlič, vrhovni državni tožilec svetnik

- Vpliv sprememb Kazenskega zakonika in Zakona o kazenskem postopku na prevajanje v hrvaški, bosanski in srbski jezik
- Meje zvestobe tolmača do izvirnika pri prevajanju besednih zvez v sodnih odločbah

Številka potrdila: 70/2015

Izola, 17. 10. 2015



Združenje stalnih sodnih tolmačev
in pravnih prevajalcev Slovenije

Viktorija Osojnik Kunc
mag. Viktorija Osojnik Kunc
Predsednica

Appendix 10: Copy of the 3rd conference of interpreters, experts and judicial appraiser



Appendix 11: Copy Farra observatory card

