

## Curriculum Vitae

### ANDREJA BRILEJ

Contact information	Personal information
<i>Permanent Address: Na Jelovo 20, 1433 Radeče</i>	<i>Gender: F</i>
<i>Temporary Address: Mucherjeva 4, 1000 Ljubljana</i>	<i>Date of birth: 17.02.1982</i>
<i>Mobile Phone No.: 031 371 943</i>	<i>Place of birth: Trbovlje, Slovenia</i>
<i>E-mail address: andreja.brilej@gmail.com</i>	<i>Citizenship: Slovenia</i>

#### Education

2004 august	Vienna University of Economics and Business Administration Summer school (attended lectures in International trade, International marketing and Entrepreneurship)
2000 - 2006	Faculty of Economics, University in Ljubljana International trade division
1996 - 2000	Secondary School of Economics in Celje

#### Work experience

	Freelance translator for companies RM plus, Seppia, C & G d.o.o. Ljubljana, Plus500, TNS opinion, C&G d.o.o. Ljubljana, ELC group, etc.
2005 - 2010	Translations of social, economic and technical texts and internet sites (English and German language)
	<b>LARGER PROJECTS:</b> <ul style="list-style-type: none"><li>- C&amp;G d.o.o. Ljubljana: Functional specification for the Compressor Station Ajdovščina (Station Control System) – 237 pages,</li><li>- Net translators – software and website localisation <a href="http://www.plus500.com">www.plus500.com</a></li></ul>
2007 - 2008	GPG Kipkop d.o.o., Ljubljana Department: Sales Job description: Consumer relations, preparing offers, marketing activities, preparing advertisement campaigns, financial planning, etc.
2006 (november, december)	Selsdon Park Hotel, London, England Job description: Organising Christmas parties and other events
2005 (june – august)	The San Luis Resort, Spa and Conference Center, USA Job description: Help with organising conferences and weddings, expeditor in room service
2003 - 2006	C & G d.o.o., Ljubljana Job description: Student administration work in the wholesale and accounting department, preparing offers for public tenders, managing preparations for ISO Certificate quality audit
2002	Statistical Office of the Republic of Slovenia – Census of population Census taker, demanding field work
2000 - 2003	TB Marketing, Anton Brilej s.p. Administrative work

#### Knowledge and skills

##### Foreign languages

Language	Oral	Written
Slovenian	Native speaker	Native speaker
English*	Expert	Expert
German	Expert	Expert

Serbian / Croatian	Fluent	Intermediate
Spanish**	Fluent	Intermediate

\* Oxford Certificate of proficiency in English

\*\*Finished 5 levels of a language course at ŠOLT Institute

### **Computer skills**

General software knowledge	Very good knowledge of Microsoft Office Suite and SDL Trados
Word-processors and tables	Excellent

### **Personal features**

Accuracy, good organisational skills, inventiveness, independent, self-initiative, responsible and communicative, efficient and successful at team work

Hobbies: Swimming, surfing, hiking, cycling, reading; attended classes in fencing, belly dancing, capoeira, etc.

### **Other relevant information**

- Oxford Certificate of proficiency in English,
- Driving licence (category B)