

CURRICULUM VITAE



SASHENKA GRAMATOVA-LJUBEN

sashenkaljuben@hotmail.com

sashenkaljuben@t.mk

<http://www.proz.com/translator/60942>

+389 (0)70 335 811 (mob)

+389 (0)2 3231 732

Zlatko Shnajder St. no.14/4, 1000 Skopje, Republic of North Macedonia
EN>MK and MK>EN, SER>EN, MK; CRO>EN, MK Translator / Interpreter

Professional Experience as a Freelancer -

On-going assignments and other translation and interpretation projects

Government//Politics/Rule of Law/Economy/Environment/Agriculture – 25 years

- Translation of the EU Directives for the Government of the Republic of North Macedonia - ongoing
- Simultaneous interpreting assignment in Vienna, for the event EU P2P Export Control Programme for Arms, a project funded by the EU, German Federal Foreign Office and BAFA
- Translation of Judicial Analysis – Qualification for International Protection (Directive 2011/95/EU), produced by the International Association of Refugee Law Judges, European Chapter (IARLJ-Europe) under contract to EASO
- Translation of the online course for obtaining International Certificate in Corruption Risk Management developed by the Chartered Institute of Public Finance and Accountancy – CIPFA, as part of the programme for fight against corruption of UN and IFES
- Member of the team for translation of *amendments* to the *Criminal Code of the Republic of Macedonia*
- Translation of *Annual Activity Reports of the Ministry of Internal Affairs concerning the human trafficking*
- Translation of Surveys and Reports 2010 and 2012 produced by Rating Agency for OSCE regarding the Operation of Police Forces in Macedonia
- Interpreting assignments on the Project for Support to the Parliament in Implementation of Reforms
- Interpreting and translation assignments for a project related to the modernization of the public utility company for electric power supply of Macedonia
- Interpreting at several conferences for energy efficiency and renewable energy resources
- Translation of patent texts, with a focus on linguistic precision, technical consistency, and compliance with legal standard
- Freelance translations of various documents for the Ministry of Agriculture, Forestry and Water Economy: National Programs for Development of Agriculture, Programs for Rural Development, Law and by-laws on Organic Production and other documents; Guides for organic production of various fruits and vegetables etc.
- Written translation of technical documentation and manuals for John Deer agricultural machinery
- Written translation of brochures, manuals and instructions for use of products used in agriculture (chemicals, fertilizers)
- Contract signed with the USAID Mission in Macedonia on a freelance basis for translation of the new web site of USAID Macedonia into Macedonian language, translation of press releases, translation of speeches for the USAID Mission Director and the US Ambassador, translation of the USAID Newsletter and other materials.
- Consecutive interpretation and simultaneous interpretation at various events organized by USAID's IDEAS and USAID

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Mission in Macedonia, interpretation at various events organized by the donor community in Macedonia, at various conferences, business meetings, presentations and seminars; (Annual Conference for Enhancing the Exports of Macedonia organized by the USAID's Business Environment Activity and the Ministry of Economy; Workshops on Public-Private Partnerships; Workshops on Credit Rating of Municipalities, Two-weeks seminar in the Headquarters of WTO in Geneva for the Macedonian officials involved in the negotiations; Interpretations during multilateral and bilateral negotiations in the WTO in Geneva; Seminar on Technical Standards of the EU, Intellectual Property Rights, Dispute Resolution, Sanitary and Phytosanitary Measures etc.;

- Interpretation at UNHCR press conferences;
- Annual Conference of the Macedonian Human Resources Association;
- Translation of written materials and interpreting at a 2-day event "*The Balkan Lynx Workshop – 14th Coordination Forum CCE*", Skopje, 2013
- Translation of *Environment Impact Assessment Study* - Construction of Power Transmission Line between Republic of North Macedonia and Republic of Serbia;
- Translation of *Environment Impact Assessment Studies* related to the establishment of operation of several mines in the Republic of North Macedonia
- Translation of the Agreement on Sanitary and Phytosanitary Measures of the World Trade Organisation;
- Translation of the *Weapons Counter Proliferation Program* from English into Macedonian
- Translation of the US State Department project related to *Anti-Terrorism Course for Protection of VIP Persons* organized by the International Bodyguards Organization in Macedonia;
- Translation of Manual for Local Government Creditworthiness
- Translation of surveys for *Eurobarometer*, "*Doing Business*" of the World Bank, *InSites*, *CLIR* and *bizCLIR* of Booz Allen Hamilton.
- Court certified translations;
- Translation of the *Law on Electronic Communications* and the pertinent secondary legislation
- Member of the team for translation of the *Reference Interconnection Offer of Macedonian Telecom (RIO)*
- Translation of tender documentation of *Vienna International Airport*;
- Translation of tender documentation of *WizzAir Hungary*
- Translation of tender documentation of *TAV Airport*;
- Translation of tender documentation for several companies related to construction of road infrastructure in Macedonia.
- Member of the team for translation of "*The Results of the Uruguay Round of Trade Negotiations*";
- Member of the team for translation of the "*AITIC - Glossary of the Most Common International Trade Terminology with Particular Reference to the WTO*";
- Compilation and production of an electronic Macedonian-English/English-Macedonian *Glossary of Commercial Law and Trade Terminology* (7000 expressions and 1400 definitions);
- Member of team for translation of the *Law on Trade Companies*;
- Member of team for translation of the book "*Strategic Management, Competitiveness and Globalization, Concepts and Cases*" – Michael A. Hitt, R. Duane Ireland, Robert E. Hoskins, for the Faculty of Economics, University Ss. Cyril and Methodius, Skopje;
- Member of team for translation of EU brochures: "*It's a better life – How the EU's Single Market Benefits You*"; "*How the EU Works*"; "*The ABC of Community Law*"; "*Europe in 12 Lessons*";
- Articles from daily press for MILS - Macedonian Information and Liaison Service;
- Booklets, documents from the sphere of economics and law and other materials as required for the IMF Resident Representatives' Office;
- Written translations for UNDP;

Medicine and Pharmacy – 25 years

- Written translations of brochures, instructions for use (SmPC and PIL) for various types of medicines, medical devices, and other medical aids used in the medicine and dentistry for *Medical Marketing Services*, a dealer with medicaments and medical devices;
- Written translations of marketing authorizations for medicaments and medical devices for various pharmaceutical

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- companies and for the Drug Bureau of the Republic of North Macedonia;
- Written translations in the field of pharmacy for Bio-Rad Laboratories; Gilead Sciences Limited; Laboratories Besins International; Sanofi; Covance; Parexel; Eli Lilly, Immunic AG, etc.;
- Translation of User Manual and localization of software for medical equipment produced by Biosense Webster;
- Translation of User Manual for dental laser of Biolase.
- Written translations of brochures, instructions for use and user guides for diabetes meters for LifeScan – Johnson and Johnson company;
- Written translations of medical reports, discharge letters and laboratory analyses from the Clinical Hospital “Sistina”, “Zan Mitrev Clinic”, Laboratory “Histolab”, Laboratory “Biopsia” and University Clinical Center “Mother Teresa in Skopje.
- Written translation and localization of software for Varian Medical Systems
- Written translation of documentation for Endopath medical devices; Medtronic etc.
- Translation and revision of SmPC and PIL for antiretroviral therapy (HIV), therapy for treatment of haemophilia, therapy for various cardiovascular diseases, therapy for treatment of carcinoma, COVID-19 vaccines etc;
- Written translations of documentation for clinical studies for a number of drugs, conducted in various clinics and hospitals in Macedonia, including the University Clinical Center “Mother Teresa” in Skopje (Protocol Synopsis, Patient's Informed Consent, Investigator Agreement, Institution Agreement etc.);
- Written translations for the Faculty of Pharmacy at the University “St. Cyril and Methodius” in Skopje.
- Localization of medical software for *DaVinci*;
- Translation of the PhD Work in the field of Forensic Medicine
- Translation of the book “Otosclerosis Surgery”, by Prof. Dr. Ilija Filipche

Subtitling / Technical translations / Software Localization / Transcreation / Fashion / Marketing / Finance/ Telecommunications – 25 years

- Translation / localization of web content for *Google (Rosetta Project)*;
- Translation / localization of web content for *Yahoo Mail Service for iPhone and BlackBerry*;
- Translation/ localization of web content and legal matters for Google
- Translation/ localization of web content and legal matters for Meta (Facebook)
- Translation/ localization of web content and legal matters for Temu
- Translation/ localization of web content and legal matters for Microsoft
- Freelance translation and subtitling documentary and feature movies for 10 years for TV channels and stations, film festivals: A1, Kanal 5, MKTV, Discovery, National Geographic, Fox Life, Fox Crime, etc.
- Localization of finance software for IBM
- Training materials for *DHL Express*;
- Translation for C&A, Canda, H&M, and textile companies established in Macedonia
- Translation and **transcreation** for DM Markets – cosmetic products – Catrice, TrendUp, Gosch, Essence etc.
- Localization and translation of user manuals for Lenovo
- Translation of *the State of Affairs in the ICT Sector in RNM and National Strategy for ICT of RNM 2020-2025*
- Localization and translation of user manuals for mobile phones *Huawei, Sony, Xiaomi, Blackberry, LG, HTC*
- Translation of financial statements and similar documents for Grant Thornton
- Translation of various financial documents for the National Bank of the Republic of Macedonia
- Localization of NiceVision software for video surveillance and translation of User Manuals for the entire security system.
- Technical Specification for SCADA/EMS system
- Translation and localization of web content, legal translations, posts, privacy policies, business terms and conditions for Facebook, Whatsapp and Meta
- Translation of technical documentation for Leitner ropeways
- Translation of technical documentation, user manuals and marketing materials for Chevrolet, Porsche, Toyota, Ford;
- Translation of user manuals and technical documentation for Caterpillar and JCB machines;
- On-going translation and transcreation projects which involve translation of user manuals, packaging, catalogues,

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marketing brochures and software localization for various products and services: *Electrolux, Canon, Xerox, HP, Gorenje, Faber, Siemens, LG, Lenovo, Phillips, Peugeot, Pliva-Zagreb, Podravka and Henkel Cosmetic*;

- Translation and localization of the web site of *IDIS 2 Consortium* and its software for recycling of End-Of-Life Vehicles, their dismantling and disposal;
- Translation of training materials for *DHL* employees;
- Translation and transcreation of booklets and materials to be used by pre-school children (colouring books, stories and other materials) and secondary school students (Civic Education) through several projects implemented in North Macedonia by foreign donors.
- Written translations of instructions for use, catalogues and brochures, and **transcreation** for *Procter and Gamble, Colgate-Palmolive, Coca-Cola, and cosmetic products etc.*
- Translation of Environment Impact Assessments of projects for construction and putting into operation several mines in Macedonia.
- Translation of manuals and brochures for *Vredestein*;
- Translation and localization of Software Manuals for Self-Guided Vehicles of *FMCTI Technologies*.
- Translation of various materials for *Cobra Automotive Technologies* from English into Macedonian.
- Translation and localization of the web site of *Johnson Controls* into Macedonian.
- Localization of railway software *RAMSYS*;
- Translation of Training Materials and Examination for Liquid Penetrant Testing Process in industrial facilities;
- Translation / localization of web content for *Google (Rosetta Project)*;
- Translation / localization of web content for *Yahoo Mail Service for iPhone and BlackBerry*;

Professional Experience as an In-House Translator

October 2023 – Present **Component Assistant and Translator on the EU Funded Project “EU Support for Rule of Law”**, implemented by a consortium lead by Ludwig Boltzmann Gesellschaft - Institute of Fundamental and Human Rights (LBI-GMR) and the implementing partners: Ministry of Interior of Republic of Slovenia, Ministry of Justice and Public Administration of the Republic of Croatia and the Centre for International Legal Cooperation (CILC) from the Netherlands. The project is designed to support vital institutions operating in the fields of justice, law enforcement, anti-corruption efforts, and the promotion and protection of fundamental and human rights. It aims to enhance their capacities, effectiveness, and impact through a multifaceted approach.

- providing administrative support to the Leader of Component 3 – Anti-corruption and to project’s long-term and short-term experts, such as communication with the beneficiary institutions, other project’s components and Head Office, archiving and keeping records of all outputs and missions of experts
- acting as the first contact point of the component with the beneficiary institution – State Commission for Prevention of Corruption (SCPC)
- organizing meetings, workshops, training events, communication with vendors, writing minutes, preparing cost estimation and invoices etc.
- translation of project related documentation
- interpreting (simultaneous and consecutive) at meetings, workshops, Steering Committee Meetings and other events, as needed

November 2019 – September 2023 **Translator/Project Assistant, on two EU Funded Projects “Improving the Working Conditions” and “Raising the Quality of Pre-School Education and Care”**, implemented by a consortium lead by **Archidata s.r.l.** from Italy. The working duties include:

- translation of written materials related to project activities,
- interpreting (consecutive and simultaneous) during meetings, conferences and workshops,
- assisting the office manager in various administrative tasks, such as communication with beneficiary institutions and Working Group members, organizing workshops, seminars, conferences and other events, preparing meeting minutes, archiving etc.

February 2016 – October 2019

Translator/Interpreter, World Bank SKILLS Project for Reforming the TVET in

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Macedonia as one of the components of the Skills Development and Innovation Support Project in the Ministry of Education and Science of the Republic of Macedonia. The project was implemented by a consortium, led by **Archidata, s.r.l.** from Italy. The job duties included:

- written translation of methodologies for the development of sectoral analysis, occupational standards, qualification standards, syllabi and modularized curricula and other documentation related to the reform of the Macedonian TVET system.
- interpreting at various business meetings with all relevant stakeholders, such as: Vocational Education and Training Centre, Bureau for Development of Education, Ministry of Education and Science, VET schools, social partners etc.
- administrative tasks – organising various training events and seminars for beneficiary institutions, preparing meeting minutes.

December 2017 – May 2018

Translator/Administrative Assistant, Project for Support to the Parliament in

Implementation of Reforms, implemented by a consortium led by **IBF**, Belgium. Duties include translation of project related documents (Rules of Procedure, Code of Ethics, materials for on-the-job-training for Parliamentary staff), progress reports, interpreting during business meetings with MPs, parliamentary staff, CSOs and other government institutions and stakeholders. Organizing various events and consultative meetings, preparing minutes from meetings and other administrative duties.

March 2009 – January 2016

Freelance Translator/Interpreter –

Freelance translation of various texts and documents in various fields of expertise, including: law, trade, technical translations, user manuals, telecommunications, automotive industry, tender documentation, agriculture, environment, government/politics, medicine, marketing, etc. Simultaneous interpretation at various events, conferences, seminars, workshops, etc.

October 2006 – March 2009

Translator/Interpreter, USAID's Business Environment Activity

implemented by **Booz Allen Hamilton** – assistance project to the Government of Macedonia in improving the business environment in the country, by providing consultancy services in the field of trade, customs, harmonization of legislation, labour policy, industrial policy, public-private dialogue, fiscal decentralization, credit rating of municipalities, public-private partnerships, etc.

Responsibilities as Translator/Interpreter:

- Translation of various laws, regulations, and other legal acts
- Translation of materials published on the official web site of the project
- Translation of small projects implemented by the projects staff in the field of customs, fiscal policy and fiscal decentralization, banking, pension reform, labour related issues, etc.
- Translation of PR campaigns and other publicity materials
- Translation of newspaper clippings
- Simultaneous and consecutive interpretation at various seminars, conferences and workshops organized by the project, such as the Conference for Enhancing Macedonian Exports, PPP workshops, Workshops for Credit Rating of Municipalities, Conference for the Conventions of the World Labour Organization, etc.

Administrative responsibilities:

- Assistance in preparing the fact sheets about the project, content published on the web site of the project, success stories
- Assistance in preparing various publications, guidelines, manuals, brochures and other materials
- Assistance during the organization of the project's seminars, workshops and conferences

September 1999 – March 2006

Translator/Interpreter; USAID's World Trade Organization Accession Assistance

Project and WTO Compliance Activity implemented by Booz Allen Hamilton – assistance projects to the Ministry of Economy
Major responsibilities:

- Translation of official accession documentation received from and sent to the WTO;
- Translation of the Questions and Replies document and the Protocol for Accession of the Republic of Macedonia to the WTO
- Translation of Macedonian laws and other legal materials required in the accession process;
- Translation of WTO related publicity;
- Interpretation during meetings with high-level Macedonian officials and seminars on WTO Agreements organized by

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the project, in cooperation with foreign consultants and experts from the WTO;

- Simultaneous interpretation at a two-week seminar in the WTO Headquarters in Geneva for the Macedonian Government officials on Intellectual Property Rights, Dispute Resolution; Technical Barriers to Trade; Sanitary and Phytosanitary Measures; etc.
- Simultaneous interpretation at the Working Party meetings for accession of the Republic of Macedonia and at the bilateral and multilateral negotiations, in the WTO Headquarters in Geneva.
- Translation of the Results of the Uruguay Round of Negotiations, as a member of the team of translators.
- Translation of the Law on Electronic Communications and the secondary legislation and interpretation at numerous meetings in the course of drafting the Law.

October 1998 - June 1999

Administrative Assistant/Translator, USAID's Commercial Law Project implemented by Centre for Financial Engineering in Development, Inc.(CFED)

Responsibilities as Translator/Interpreter:

Translation of various legal materials, laws, everyday correspondence, seminar materials in the field of commercial law, bankruptcy law, arbitration and mediation, corporate governance; interpretation during various business meetings with judges, lawyers and government officials.

Administrative responsibilities:

Primary contact person for all partners, counterparts, beneficiaries, government officials and office staff; coordinating the flow of information; organizing meetings for the office staff; arranging transportation and accommodation; arranging seminars and workshops organized by the project office, taking minutes at meetings; receiving and distributing the office mail; archiving, etc.

July 1997 - April 1998

Office Manager/Interpreter; Catholic Relief Services (CRS)/Macedonia

Responsibilities as Translator/Interpreter:

Translation of incoming e-mails, letters, faxes and other documents and materials for the Country Representative and other office staff related to the projects implemented by the organization; interpretation during business meetings.

Administrative responsibilities:

Executive secretary serving as the primary contact person for all partners, counterparts, beneficiaries, government officials and office staff; coordinating information; making appointments for the office staff; arranging transportation and accommodation; taking minutes at meetings; receiving and distributing the office mail; maintaining files, etc.

March - June 1997

Language Instructor; Peace Corps

Intensive Macedonian language course for American citizens, volunteers to the Peace Corps in Macedonia

Major responsibilities: Macedonian language instructor to the Peace Corps Volunteers; organizing everyday schedule for the classes; preparing lesson plans; extra-curricular activities for making the Macedonian culture and tradition closer to the Peace Corps volunteers

Languages:

Mother tongue:	Macedonian		
Other languages:	Speaking*	Reading*	Writing*
English	Excellent	Excellent	Excellent
Serbian	Good	Excellent	Excellent
Croatian	Good	Excellent	Excellent

Education

- Secondary medical school "Dimitrija Chupovski" – Veles, 2013-2014, according to Lifelong Learning Curriculum

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- On-line Course for Translation and Web Localization at the Monterey Institute of International Studies, San Francisco, September 2007 – November 2007
- Attended communication course of English language in Oxford, United Kingdom, August, 1990
- Bachelor of Arts Degree in English Language, Literature and Translation from the Faculty of Philology, University of Ss. Cyril and Methodius, Skopje, 1988 – 1996
- Master studies in Conference Interpreting – 2014 – to present

Training

- Two-week General World Trade Organization (WTO) Seminar at the WTO Secretariat, Geneva, May 2000
- Four-day seminar on Negotiations Techniques, September 2000
- Series of WTO related seminars, 1999/2000: WTO Multilateral Trade, WTO Agreements, WTO Services, WTO Agriculture, Intellectual Property Rights; Sanitary and Phytosanitary Measures, WTO Tariffs, Quantitative Restrictions (Quotas) and Technical Barriers to Trade WTO Dispute Settlement
- Series of Communication Training – Internal and External Communication, and Presentation Techniques

IT skills

- MS Office
- Computer Assisted Translation (CAT) Tools: Wordfast, SDL TRADOS Freelance 2007, 2011 and 2017, Across, Phrase, MemoQ, Tstream Editor, Translation Workspace, Wordbee, XTM and other cloud-based tools.

Other Personal Information

- Date of birth: October 6th, 1970, in Veles, Republic of Macedonia
- Nationality: Macedonian

References (upon request)

- * Alexandar Shahov: aleksandarsahov@ideasdepo.mk
- * Irena Ivanova: irena.ivanova@ec.europa.eu
- * Alena Sindelar: alena_sindelar@hotmail.com
- * Suzana Ignjatovic-Aleksova: suzana.i.aleksova@gmail.com
- * Lena Andersson: lensaasweden@gmail.com