

Curriculum Vitae

Name: *Miha Mele*

Personal information

Address	Trate 4, SI-2277 Središče ob Dravi (Slovenia)
Mobile	00386 31 49 49 34
E-mail(s)	miha.mele@gmail.com
Nationality	Slovenian
Date of birth	24 October 1985
Gender	Male
Occupational field	Freelance translator

Work experience

April 2013 →

Transcription quality checking for Project Translectures

Main activities: Correcting the automatic transcription of video lectures in English and Slovenian.

Employers: J. Stefan Institute,
Jamova cesta 39
1000 Ljubljana, Slovenia;
Faculty of Arts c/o Ada Gruntar Jermol
Aškerčeva 2
1000 Ljubljana, Slovenia

Contact: available upon request

August 2012 →

Linguistics expert for KeyPoint Technologies

Main activities: Setting up a language corpus for text application, translating

Employer: KeyPoint Technologies
Hillington Park
Glasgow, Scotland

Contact: <http://www.adaptxt.com/kptbeta/v1/html/contact.html>

March 2012 →

Community manager & translator for Twoo.com

Main activities: Translating, answering helpdesk, managing abuse reports, reporting technical issues,
updating social sites (Facebook)

Employer: Massive Media NV
Emile Braunplein 18
9000 Ghent, Belgium

Contact: info-sl@twoo.com

February 2012 →
Translator for Agoda

Main activities: Translating location and landmark names

Employer: Agoda Company Pte. Ltd.
20 Cecil Street, #1401, Equity Plaza
049705 Singapore

Contact: HR@agoda.com

10 January 2009 - 08 June 2011
Corpus team employee

Main activities: Responsible for locating and the conversion of texts in the corpus project SPOOK.
Also worked on the alignment with WinAlign (Trados).

Employer: Filozofska Fakulteta c/o Špela Vintar
Aškerčeva 2
1000 Ljubljana, Slovenia

Contact: spela.vintar@guest.arnes.si

August 2008 →
Company translator

Main activities: Translating of business correspondence, product information and website.

Employer: Parfummele d.o.o.
Hardek 44c,
2270 Ormož, Slovenia

Contact: info@parfummele.com

August 2012 →
Transcriber/translator

Main activities: Translating and transcribing of medical field and other audio in German and English.

Employer: Language Insight
25 Winckley Square
Preston, PR1 3JJ Lancashire, Great Britain

Contact: available on request

2006 →
Freelance translator

Main activities: Various projects, worked mostly with a Museum, cooperated on a medical booklet, ect.

Employer: Various companies and individuals

Contact: available upon request

Education and training

01/09/2004 →

MA study, Translation (Eng - Ger - Slo)

Title of qualification: MA Translator (finishing study now)

Principal subjects covered: Competent in translating between 3 languages. Work experience with translation tools. Translation of texts from various fields.

Name of organisation providing education: Filozofska fakulteta (Faculty of university of Ljubljana)

Aškerčeva 2, 1000 Ljubljana, Slovenia

Level in national or international classification 5 - masters degree

September 2000 - June 2004

High school graduate

Title of qualification: General high school diploma.

Principal subjects covered: General high school subjects.

Name of organisation providing education: Gimnazija Franca Miklošiča Ljutomer (High school)

Prešernova 34, 9240 Ljutomer (Slovenia)

Level in national or international classification 3A – Baccalaureate

Languages

Mother tongue: Slovenian

Other languages:

Self-assessment	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
European level (*)										
English	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
German	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
Croatian	C1	Proficient user	A2	Basic User	C1	Proficient user	C1	Proficient user	-	-
Swiss German	A1	Basic User	C2	Proficient user	A1	Basic User	-	-	C2	Proficient user

(*) [Common European Framework of Reference \(CEF\) level](#)

Skills and competences

Personal qualities

- Excellent communication skills, which I obtained while working with customers
- Can adapt to new and unexpected situations
- Have no problems working in a team
- Able to compromise, when this is possible
- Motivated to gain new skills and continue my education

Organisational skills and competences

- Can process a translation order and direct workflow (have practical experience from my work as a freelance translator)
- Technical skills and competences
- Teambuilding skills and basic project management skills (gained in my time in College and on an work oriented Project management seminar)

Computer skills and competences

- Proficient user of:
Microsoft Office, Open Office, Mac and Windows operating systems, SDL Trados (2007 & 2011), Photoshop, Readiris Pro, Corpora tools, Skype, MSN Messenger, Dropbox
- Basic user of:
Joomla Interface, Forum tools (have forum administration experience).

Artistic skills and competences

I am an active writer and have won 5 competitions in addition to being mentioned in many others

Other skills and competences

I am a forum administrator on a fishkeeping website and write popular science articles about fishkeeping.
I have experience working with children, since I help organise and lead an aquarium workshop on an elementary school. I was the vice-president of the fishkeeping society Akvaviva.

Additional information

I spent 3 months in Switzerland as an exchange student. In the time I familiarized myself with the language and the country travelling all the major cities there. Annexes available upon request.