

Elena Murgoska

Manapo, Skopje, 1000, Republic of Macedonia

Tel: +389 070 509 865

Email: emurgoska@gmail.com



EDUCATION

Master of E-Business Management, Ss. Cyril and Methodius University of Skopje, Macedonia (12/2012 – 12/2015)

- Master thesis: “Challenges of Transport Logistics with Special Reference to Maritime Logistics”

Bachelor in Translation and Interpretation, Ss. Cyril and Methodius University of Skopje, Macedonia (09/2005 – 06/2010)

WORK EXPERIENCE

Junior Researcher in Software Translation and Localization, Faculty of Linguistics, Ss, Cyril and Methodius University of Skopje (09/2005 – present)

- Language translation and localization for software applications.
- **Voluntereed Sales Correspondent**, The International Marriott, New Orleans (12/2012-06/2012)
- Served as the point of contact for clients and communicate with them by phone and email to respond to questions and requests. Perfomed general office duties to support Sales & Marketing (e.g., filling, sending emails, typing, faxing, copying).
- Promoted awariness of brand image internally and externally.

Front Desk Agent, The International Marriott, New Orleans, Louisiana (12/2011 – 12/2012)

- Front-desk operation and management.

Correspondent for International Communication and Personal Assistant, Winner Insurance, Skopje, Macedonia (05/2013 – 12/2013)

- Translated spoken and written languages between Macedonian and English.
- Administrative work supporting managers.

Translator and Interpreter, AD ELEM, Skopje, Macedonia (10/2016 – 03/2018)

- Simultaneous and Consecutive Translation from English to Macedonian and the other way round.
- Translating correspondence and specialized text on production and distribution of electric power
- Various administrative work

CERTIFICATION

- **Certificate of Completion- Recruiting: Talent Acquisition & Hiring by Eazle & Udemy (2021)**
- **Academy for Digital Marketing by Brainster (2019)**
- **Certified court translator and interpreter (2010)**

SKILLS

Software: Microsoft Office.

Languages: Macedonian (native), English (fluent).

Others: Bilingual lexicography, court documents translation, experienced interpreter.