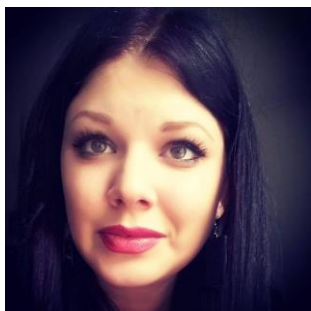



PERSONAL INFORMATION



Emilija Todorovska

 Dimche Lahchanski, 32/20 Bitola, North Macedonia

 /  +389 77 727 006

 emilija.todorovska0@gmail.com

Sex female | Date of birth 18/06/1990 | Nationality Macedonian

WORK EXPERIENCE

2021 - 2022

Content writer

- NicheStack
- Producing content for medical and lifestyle sites (news, stats, and how-to guides)

2016 - 2022

Translator (German, English)

Center for foreign languages and translation agency Challenge

Skopje

- Convert concepts in the source language to equivalent concepts in the target language
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Manage work schedules to meet deadlines

2014-2016

German teacher and translator (German, English)

Center for foreign languages and translation agency Challenge

Skopje

- Convert concepts in the source language to equivalent concepts in the target language
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations
- Manage work schedules to meet deadlines
- Create lesson plans and teach those plans to the entire class, individually to students or in small groups
- Work with different learning styles to get the most out of each student
- Create tests, create and reinforce classroom rules
- Helping students improve their listening, speaking, reading and writing skills via individual and group sessions
- Organizing and running specialist courses

2013-2014

German teacher

Center for foreign languages Volshebno sonce

Bitola

- Create lesson plans and teach those plans to the entire class, individually to students or in small groups
- Work with different learning styles to get the most out of each student
- Create tests, create and reinforce classroom rules
- Helping students improve their listening, speaking, reading and writing skills via individual and group sessions
- Organizing and running specialist courses

2012-2013

German teacher

Center for foreign languages CGJ Ilievi

Bitola

- Create lesson plans and teach those plans to the entire class, individually to students or in small groups
- Work with different learning styles to get the most out of each student
- Create tests, create and reinforce classroom rules
- Helping students improve their listening, speaking, reading and writing skills via individual and group sessions
- Organizing and running specialist courses

2009 - 2012 **Secretary and German teacher**

Center for foreign languages Delfin

Bitola

- Office solutions, management and maintenance
- Responsibility for office materials and equipment
- Handling documentation
- Administration of files
- Preparing and organizing the exams
- Create lesson plans and teach those plans to the entire class, individually to students or in small groups
- Work with different learning styles to get the most out of each student
- Create tests, create and reinforce classroom rules
- Helping students improve their listening, speaking, reading and writing skills via individual and group sessions
- Organizing and running specialist courses

EDUCATION AND TRAINING

2016- **Master of International business with foreign languages**

FON University, Skopje, Macedonia

2009-2013 **Professor of German and Macedonian**

Pedagogical Faculty Bitola, Macedonia

2009 - 2005 **Secondary school**

Taki Daskalo Bitola, Macedonia

1996 - 2005 **Primary school**

Kliment Ohridski Bitola, Macedonia

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C1	C1	C1	C1	C1
English	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

- Good communication skills gained through my experience as secretary/ teacher and also communicating with clients via e-mail
- Strong verbal and written communication skills gained through my experience as a teacher communicating with students, other teachers, parents and administration officials and also communicating with clients working as a translator
- Ability to explain verbally new ideas and unfamiliar concepts in a clear and concise way so that students and new employees can understand

Organisational / managerial skills

- Goal setting and meeting goals
- Decision making
- Teamwork
- Implementing strategy
- Productivity
- Problem solving
- Attention to detail
- Creative thinking
- Strong time management skills
- Assessment and evaluation
- Reviewing, reporting, and research
- Making presentations

Computer skills

- Good command of Microsoft Office™ tools
- Translation tools SDL Trados 2007, SDL Studio 2015, Lionbridge, PoEdit

Driving licence

- B

ADDITIONAL INFORMATION

Hobbies

- Reading books, watching movies, hiking, rock climbing, backgammon