

NEVENA BOSKOVIC PETROVIC

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PROFESSIONAL PROOFREADER & TRANSLATOR | CORPORATE LAWYER | ENGLISH TEACHER | COPY AND CONTENT WRITER

Professional Certified Proofreader and a Corporate Lawyer with over 15 years of multifaceted experience providing proofreading, translation, English language instruction, and legal services to diverse clients and organizations. Proven track record of providing proofreading and translations services to numerous companies and private clients, leveraging strong command of the English language with detail-orientation skills and meticulous attention to detail to deliver error-free, polished content to the clients. Specialized expertise in a wide range of scientific and general areas, including law, medicine, geology, architecture, psychology, academic papers, user manuals, travel guides, etc. Absolute determination to capitalize on the quality of work by detecting compositional, grammatical, and typographical errors. Devotion and precision when it comes to writing rich and clear writings of high quality for blog posts, websites, newsletters, white papers, social media, etc. in order to sell a product or service, or to educate and inform customers about them. Successfully completed a training within a program provided by a company "Zero Lens" in creating high quality SEO optimized articles that are published on the company's official website and therefore contributed to her own specialization in writing SEO optimized texts.

AREAS OF EXPERTISE

- Proofreading & Translation
- Foreign Language Skill-Building
- Punctuation & Grammar
- Legal Consulting Services Documents & Contracts
- Content Flow & Word Usage
- Spelling Errors & Accuracy
- Sentence Patterns & Vocabulary
- Client/Business Relations
- ESL Program Instruction
- Demonstration/Presentation
- MS Office Suite
- Copy and Content Writing

PROFESSIONAL EXPERIENCE

FREELANCE | PROFESSIONAL PROOFREADER & TRANSLATOR

2006 – PRESENT

Leverage strong command of the language with strong attention to detail in proofreading and translating numerous kinds of texts to deliver error-free content to diverse clients, removing typographical, grammatical, spelling, and punctuation errors.

Notable Contributions:

- Expertly proofread and translated 500+ texts in different scientific and general areas such as law, medicine, geology, architecture, psychology, sociology, tourism, academic papers, user manuals, travel guides, and more.
- Assisted clients with polishing their written documents to make them precise and clean by correcting punctuation, grammar, word choice, sentence patterns, vocabulary, and spelling errors.
- Successfully translated various kinds of written materials for a number of purposes, both business and personal, including resumes, cover letters, academic papers, professional texts, public procurement documents.
- Utilized a wide range of preferred references and resources such as The Chicago Manual of Style, 17th Edition, - Merriam-Webster Unabridged Dictionary, - The Best Punctuation Book, Period, Casagrande, J., - The Blue Book of Grammar, Strauss, J., Kaufman L., Stern, T.

ONLINE ESL (ENGLISH AS A SECOND LANGUAGE) TEACHER

2016 – PRESENT

Serve as an ESL Instructor for several online institutions delivering quality language instruction and services to ESL students in online settings. Develop lesson plans and deliver group and individual student instruction within established curriculum guidelines.

Notable Contributions:

- Taught vocabulary, grammar, pronunciation, and speaking to both adult students and children, delivering the students with ample knowledge to master their English studies.
- Enhanced institutions' reputation by delivering high-quality instruction ensuring students' success and retention.

H. ANGER'S SÖHNE – BOHR- UND BRUNNENBAUGESELLSCHAFT | CORPORATE LAWYER & TRANSLATOR

MAR 2014 – MAR 2015

Played an integral role as an in-charge of all legal matters for a construction and drilling company, preparing legal documents for public procurement, attending tenders, bidding process, and developing the net of international businesses.

Notable Contributions:

- Contributed to the negotiation process by formulating contracts, agreements, and other kinds of legal and formal decisions.
- Translated legal documents required to take part in public procurement processes.

THE FACULTY OF LAW FOR BUSINESS & JUDICIARY, UNIVERSITY BUSINESS ACADEMY, NOVI SAD

TEACHING ASSISTANT, BASIC ACADEMIC STUDIES

OCT 2011 – FEB 2015

Contributed to the preparation of lectures in three subjects including International Protection of Human Rights, Introduction to the Law, and International Public Law while working as a part of International, General Legal, and Theoretical Scientific departments.

Notable Contributions:

- Coordinated the preparation and organization of lectures, practical works and implementation of consultations with the students while collecting and adjusting teaching materials for students.
- Drove innovation in teaching methods and worked in cooperation with fellow workers and professors at the Faculty during the implementation of all forms of teaching to achieve high goals on both scientific and professional fields.
- Maintained lectures and helped students follow the Teaching Program established by the Faculty.

BASIC COURT, NOVI SAD | LAWYER – MASTER (LL.M.) – INTERN VOLUNTEER

FEB 2011 – OCT 2013

Delivered proactive support to numerous judges, their advisers, court reporters and various professionals in a wide range of activities at the stated Court, especially in the fields of Investigation Process, Criminal Law, Civil Law, and Family and Inheritance Law.

Notable Contributions:

- Gained valuable knowledge of legal practice and its implementation on works, which included functioning the judicial authorities and bodies in general.
- Coordinated the proper filing of cases in the Registry while organizing legal documents (cases), writing Invitations to hearings and disputes to the parties, statements, writs of execution, notices, decisions, briefs, and memorandums.
- Learned how to master writing brilliant final verdicts in the area of Criminal and Civil Law, as well as mastering the whole legal process in the field of Investigation procedure, Criminal Law, Civil Law, from the beginning to the end.

PRIOR EXPERIENCE

MATICA SRPSKA | JUNIOR ADVISER FOR GENERAL AND LEGAL AFFAIRS

MAR 2013 – SEP 2013

SCHOOL OF ENGLISH LANGUAGE “NEW VISIONS SCHOOL” | ENGLISH LANGUAGE TEACHER

SEP 2009 – FEB 2011

OFFICE FOR EUROPEAN INTEGRATIONS AND DEVELOPMENT | BACHELOR OF LAWS – COORDINATOR OF DEVELOPMENT

DEC 2008 – DEC 2009

UNIVERSITY “ZNANJE” | ENGLISH LANGUAGE TEACHER

SEP 2007 – DEC 2007

SCHOOL OF FOREIGN LANGUAGES “LINK” | ENGLISH LANGUAGE TEACHER

SEP 2006 – DEC 2006

EDUCATION & CERTIFICATION

Masters of Law (LL.M.) – The Faculty for European Legal-Political Sciences (FEEPS) – Novi Sad

Bachelor of Law – The Faculty of Law for Business and Judiciary of the University Business Academy – Novi Sad

Professional Certified Proofreader – General Proofreading Theory and Practice – Novi Sad

Certificate in Teaching English as a Foreign Language (120-hour TEFL Course) – ITTT – International TESOL & TOEFL Training

50-hour TEYL (Teaching English to Young Learners) – ITTT – International TESOL & TOEFL Training

CAE (Certificate of Advanced English) Course – School of English “Eden House College”, London, The UK

Cambridge Certificate of Proficiency in English (CPE) – Cambridge University Press, The United Kingdom

Copy Writer & Content Writer – Business Academy, Belgrade, The Republic of Serbia

Certificate of Advanced SEO optimization for writing high quality texts in the field of Content Writing - Zero Lens, Vienna, Austria