

Sedat Limani

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Objective

- Strong linguistic and communication skills coupled with excellent managerial and interpersonal skills.
- Proven experience in office management, logistics, finance management, and coordination.
- Exploring client's needs, agreeing specific objectives
- Ability to successfully manage multiple priorities and assignments

Experience

1996 –2011 – Freelance Translator

- ✚ Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- ✚ Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- ✚ Using appropriate software for presentation and delivery;
- ✚ Researching legal, technical, telecom, medical, IT and scientific phraseology to find the correct translation;
- ✚ Liaising with clients to discuss any unclear points;
- ✚ Proofreading and editing final translated versions;
- ✚ Providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- ✚ Using the internet and email as research tools throughout the translation process;
- ✚ Prioritizing work to meet deadlines;
- ✚ Consulting with experts in specialist areas;

– United Nations - Ministry of Education, Science & Technology (07/2004 – 2008)

Title: Public Relations/Project Officer

- ✚ Conducts special projects and assignments as directed; collects, compiles, and writes updates and reports on findings, including preparation of preliminary findings;
- ✚ -Develops, prepares, and/or composes responses, memos, and correspondence related to specialized clerical functions of work unit;
- ✚ Compile the UNMIK MEST Daily and Weekly Reports regarding latest events in education;
- ✚ Draft additional reports, talking points and briefing notes for the

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- O/DSRSG CA as requested;
- + Prepare the draft for press releases/ advisories for the office of the UNMIK MEST Representative;
- + Advise and inform the UNMIK staff in MEST of all media events including the monitoring of the local press
- + Strategize with the Information Office on finding new ways to increase the public awareness in regard to improvement of education in Kosovo.
- + Schedule, assign and coordinate all translation work in the section;
- + Assist with implementing, developing and monitoring school programs and special re-integration programs for minority and returnee children;
- + Implement and monitor special projects as assigned;
- + Other duties as directed by the Principal International Officer;
- + Liaise with Language Unit at UNMIK Headquarter and MEST Language and Technical Support Unit on all translations;
- + Serve as liaison on behalf of the Human Resources between other Ministries, multinational and bilateral agencies, sections and divisions within the Ministry of Education, Science and Technology in all aspects of education in Kosovo;

02/2009–02/2010 Alberta Hospitals and Clinics – Calgary, Canada

Medical Translator/Interpreter

- + Follow ethical codes that protect the confidentiality of information.
- + Read written materials, such as medical documents, scientific works, or medical reports, and rewrite material into specified languages.
- + Refer to reference materials, such as dictionaries, lexicons, encyclopedias, and computerized terminology banks, as needed to ensure translation accuracy.
- + Compile terminology and information to be used in translations, including medical material.

04/2000–11/2008 United Nations – Prishtine, Kosovo

Senior Translator/Interpreter/Proofreader/Editor

- Translation of a variety of documents primarily requested by the office of the SRSG, Office of Legal Affairs, and other sub-departments. Those include UNMIK Regulations, Constitutional Framework. Provisional Rules of Procedure for the Assembly of Kosovo, Administrative Directions and Instructions, Memorandums of different purposes, various Tenders for Administrative Departments, Letters addressed to the SRSG, etc.
- Interpretation at the meetings attended by the SRSG, PDSRSG, DSRSG, President of Kosovo, Prime minister of Kosovo, Senior Political and Diplomatic personalities from Kosovo, European

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Union, NATO, etc. Interpretation at the meetings of the Kosovo Transitional Council (KTC), Interim Administrative Council (IAC), then proceedings of the working group on Constitutional Framework, Proceedings of the Assembly of Kosovo, proceedings of the Government of Kosovo, Press conferences, and other duties as required.

1999 – 2001 United Nations Police Task Force Pristina, Kosovo

Supervisor – Translation Unit

- Facilitating meetings of different bodies
- Facilitation in the training provided to the Kosovo Police Service
- Translation and interpretation at different meetings
- Good knowledge in the legal landscape of Kosovo
- Excellent managerial skills demonstrated through independent tasks and assignments

Areas of specialization: Mobile Phones and Telecommunication,

Technical manuals, User guides and Operating instructions, IT,

Automotive field (Cars/Trucks/Buses/Bikes), Medicine, Household

appliances, Engineering, Mechanical Engineering, Computer

Engineering, Heating Air Condition and Refrigeration, Economics

(Entrepreneurship, Business General, Banking and Financial, Business

Administration and Management, Marketing), Entertainment, education,

publications, brochures, manuals, technical documents, newsletters, web

sites, etc..

Other engagements (Freelance Translator include):

- November 2005 – **The final regional conference of the CARDS Visa Module on “Visa Policy”, organized by the ICMPD, Ohrid, Macedonia**
- 15 - 18 March 2005 – “Adriatic 3, Towards NATO

Membership, Perspectives and Challenges, organized by George C. Marshall/European Center for Security Studies in cooperation with the Macedonian MoFA, Skopje, Macedonia.

- October 2004 – **The first regional conference of the CARDS Visa Module on “Visa Policy”, organized by the ICMPD in Vienna, Bled, Slovenia**
- 23 – 26 October 2003 – **Seminar on International Humanitarian Law, organized by the International Bar Association and Humanitarian Law Center, Igalo - Montenegro**
- 20 – 22 October 2003 – **Kosovo Conference to Combat Trafficking in Human Beings, organized by OSCE, UNMIK, UNICEF, IOM, UMCOR, Save the Children, Pristina - Kosovo**
- 2 – 4 October 2003 – **Parliamentary Conference – The Role of Parliaments in Human and Economic Development in South East Europe, Sarajevo - BiH**
- 25 – 29 June 2003 – **Seminar on International Humanitarian Law, organized by the International Bar Association and Humanitarian Law Center, Igalo - Montenegro**
- **May 2003** – Visit of the Committee on Gender Equality of the Assembly of Kosovo to the Slovenian Parliament and Government, **Ljubana – Slovenia**
- **November 2001** – Seminar on Educational Reforms in Kosovo - Herceg Novi – Montenegro

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Education

2009 – present – University of Calgary – Calgary, Canada

Master of Education, Teaching English as a Second Language

2009 – 2010 – University of Calgary (Department of Continuing Education)

07/2004 – 08/2004 International Language Institute, Halifax, Canada

Certified English Language Teacher to Adults (CELTA)

by University of Cambridge ESOL Examinations

1996–1999 Prishtina University (Department of Translation and Interpretation), Prishtina, Kosovo

Working languages

English – Albanian/Croatian/Bosnian/Serbian

German – Albanian/Serbian

French -Albanian/Serbian

Italian – Albanian/Serbian

Rates:

Negotiable

CAT TOOLS

TRADOS, Wordfast, Transit, SDLX, Déjà vu, Fortis, MemoQ etc.

References

✚ Available upon request