



**Magdalena  
Klemenšek**

## CONTACT

Nationality: Slovenian



Škerjančeva ulica 4,  
1000 Ljubljana, Slovenia



[magklemensek@gmail.com](mailto:magklemensek@gmail.com)



(+386) 41444744

## WORK EXPERIENCE

**18/4/2017 – CURRENT**

### Head of central administration

Lidl Slovenija d.o.o. k.d., Pod lipami 1, 1218 Komenda, Slovenia

- professional and administrative support to the management on the daily basis
- preparing of meetings between the management and the members of the management board of the parent company in Germany, professional and administrative support
- organization of management meetings, preparing of agenda, writing of minutes
- weekly communicating of the German parent company's business guidelines to the departments concerned
- organization and coordination of workshops for management (in cooperation with HR)
- project management (digitizing the incoming mail, corporate library, workplace health promotion...)
- leading and coordinating the administrative team
- organisation of business trips (plane tickets, hotel, rent-a-car), travel expenses calculation

**1/6/2014 – 7/11/2014**

### Marketing assistant

Festival Ljubljana, Trg francoske revolucije 1, 1000 Ljubljana, Slovenia (saisonal work)

- assistance in organizing of concerts and other events
- renting of halls and open areas for concerts
- organization of banquets and cocktail-parties (for sponsors, business partners, artists ...)
- sending invitations, information about events via digital media
- assistance in budget managing on the weekly basis
- weekly reporting

**20/11/2014 – CURRENT**

### Translator, interpreter

Magdalena Klemenšek s.p. , Škerjančeva ulica 4, 1000 Ljubljana, Slovenia

During more than two years I worked exclusively as translator and interpreter (self-employed entrepreneur) and the rest of the time in parallel with my regular employment.

#### ■ simultaneous interpretation:

fields: foreign affairs, economy, finance, social affairs, workers' rights, environment and space, ecology, medicine and health, cosmetology, technology, transport, culture

clients: Ministry of Economic Development and Technology, Legal faculty, Chamber of Commerce of Slovenia, Renault France, General Assembly of the EU Strategy for Alpine Region (EUSALP), Trade Union of Agriculture and Food Industry of Slovenia and the General Association of agro-food producers, Rudnidis trgovina d.o.o. (E. Leclerc), Fotona d.o.o., Michelin, L'Oréal, Filorga, Rexel, Cankarjev dom (LIFFe Film Festival), Sursum Foundation

## ■ translation:

fields: law, human rights, foreign policy, international trade, economics, marketing, employment and social affairs, construction, the environment, public health and food safety, the internal market and protection consumers, culture and education, medicine, pharmacy, chemistry, technique, gastronomy...

**1/3/2011 - 31/12/2013**

### **Director of the "Health & Beauty" department**

E. Leclerc Ljubljana, Rudnidijska trgovina d.o.o, Jurčkova cesta 225, 1000 Ljubljana, Slovenia

- adaptation of the French concept of "parapharmacy" (after my internship in Paris) to the Slovenian market and its introduction in the hypermarket E. Leclerc in Ljubljana
- recruiting, training and management of sales staff
- negotiations with French and Slovenian suppliers, contract concluding
- choice of assortment, establishment of retail prices
- regular KPI monitoring (turnover, margin, writing-off of the goods, total personnel expenses...)
- inventory management, ordering goods
- negotiations for weekly promotions and product selection for special sale catalogs
- control of the point of sale (cleanliness, tidiness, appropriate brand exposure, turnover of goods according to the expiry date, price verification, installation of promotional material)

**1/7/1999 - 28/2/2011**

### **CEO assistant**

E. Leclerc Ljubljana, Rudnidijska trgovina d.o.o, Jurčkova cesta 225, 1000 Ljubljana, Slovenia

- managing of the CEO's schedule and workload
- organization, professional and administrative support at meetings of the CEO with local and foreign business partners, suppliers, representatives of ministries, local government, inspection services and interpretation of conversations
- scheduling board meetings, handling logistics of board meetings, sending materials for review prior to the meetings, taking and distributing notes and fielding general queries from board members
- monitoring and coordination of various projects (shopping center construction and extension, searching of appropriate areas for the construction of new shopping centers, obtaining building permits, the possibility of gas stations building, purchases of cars for prize games, setting up a temporary workshop for replacement of vehicle tyres...)
- organization of workshops and business trips for the CEO and for board members (plane tickets, hotel, rent-a-car)
- business correspondence
- translation (topics: law, economy, labor legislation, construction, technology...)

## EDUCATION AND TRAINING

1/10/2007 – 28/11/2013 – Predoslje 39, Kranj, Slovenia

### Master of Science for international, comparative and European studies

Fakulteta za državne in evropske študije (The Graduate School of Government and European Studies)

1/10/1994 – 24/6/2004 – Aškerčeva 2, Ljubljana, Slovenia

### University Diploma (Foreign Language Studies: German and French)

Filozofska fakulteta (Faculty of Arts)

1/9/1990 – 24/6/1994 – Strossmayerjeva 1, Ljubljana, Slovenia

### General upper secondary school graduate

Gimnazija Poljane (General upper secondary school Poljane)

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Slovenian

**OTHER LANGUAGE(S):**

### French

<b>Listening</b> C2	<b>Reading</b> C2	<b>Spoken production</b> C2	<b>Spoken interaction</b> C2	<b>Writing</b> C2
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

### German

<b>Listening</b> C2	<b>Reading</b> C2	<b>Spoken production</b> C2	<b>Spoken interaction</b> C2	<b>Writing</b> C2
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

### English

<b>Listening</b> C1	<b>Reading</b> C1	<b>Spoken production</b> C1	<b>Spoken interaction</b> C1	<b>Writing</b> C1
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

### Italian

<b>Listening</b> A2	<b>Reading</b> A2	<b>Spoken production</b> A2	<b>Spoken interaction</b> A2	<b>Writing</b> A1
------------------------	----------------------	--------------------------------	---------------------------------	----------------------

## ORGANISATIONAL SKILLS

### Organisational skills

- ability to work and communicate in a multicultural environment according to the relevant protocol
- sense of organization and ability to work in a team
- capacity to coordinate, lead and monitor international projects
- reliability and methodical approach to work

## COMMUNICATION AND INTERPERSONAL SKILLS

### ● **Communication and interpersonal skills**

- ability to implement international projects
- ability to adapt in an international environment
- ability to actively listen and to express
- sense of teamwork and of co-worker motivation
- encouraging initiatives and dialogue