

**WORK EXPERIENCE** 2002 – present: **freelance translator, proofreader and interpreter** (approx. 850.000 words /year, various fields), languages: English, German, Dutch

Since 2006 – owner of M SERVICII SRL – translation agency

Summer 2000: **translator** (software documentation, Dutch and English), NETHROM SOFTWARE IMPEX, Cluj-Napoca, Romania

1998-2000: translation of subtitles of TV documentaries broadcast by DW TV for NCN TV, a local TV station (German-Romanian, English-Romanian)

**EDUCATION AND TRAINING** 2006 – master studies - David Ogilvy Bucharest – Faculty for Communication and PR

2006 – authorized interpreter and translator for Dutch by the Romanian Ministry of Justice, Bucharest (authorization no. 16855/ 2006)

2002 – authorized interpreter and translator for German and English by the Romanian Ministry of Justice, Bucharest (authorization no. 6746/ 2002)

1996 – 2000: **University Diploma in Applied Modern Languages** (English-German), Faculty of Letters, Babeş-Bolyai University, Cluj-Napoca

1999 – 30 days - summer course Dutch at Taalunie Gent, Belgium

1998 – 1999: **Erasmus Scholarship** at Faculty of Letters, Julius Maximilian University Würzburg, Germany

1984 – 1996: **German School and Highschool**, George Coşbuc National College, Cluj-Napoca, Romania – German language certificate Deutsches Sprachdiplom, issued by the Ministry of Education Bonn, Germany

**PERSONAL SKILLS** **Languages: mother tongue – Romanian,**  
**professional languages: German, Dutch, English**

**Communication and social skills**

- dealing with customers and with other professionals in my domain: translators, editors, proofreaders, specialists, LSP's, PM's
- good communication skills gained through my experience as translator

**Organisational / managerial skills**

- managing translation and proofreading projects in my work languages and also in other work languages, dealing with direct customers (within my personal translation agency)

**Computer skills**

- Microsoft Office suite (Word, Excel, PowerPoint) Adobe Acrobat, advanced Internet user (Mozilla, Google Chrome, Internet Explorer); CAT tools: Memoq 9.3, Memsources

**CONFERENCES ATTENDED** Memoq Masterclass – March 2020  
 Translate Cluj – March 2019  
 Translating Europe Forum 2018, The European Commission, Bruxelles, Belgium  
 The Translation and Localization Conference 2018, Warsaw  
[ELIA Together 2017, Berlin](#)  
[Business and Practice 2016, Prague](#)  
 ProZ.com day - The professional ProZian  
 CAT Tool & Software Day  
 Virtual memoQ Day 2014  
 ProZ.com 2015 virtual conference for International Translation Day - September 30th, 2015  
 ProZ.com's 2014 virtual conference for International Translation Day

**ADDITIONAL INFORMATION** Translation/ proofreading projects:

**Legal:**

- Permanent collaboration with the Romanian Courts of Law (translating, interpreting)
- Contracts e.g. employment, sales, lease and other contracts in labor, contract, corporate and European law
- Various legal documents as well as written correspondence from Romanian to German for "Bejenaru, Filip & Partners" Legal Practice
- Decisions, company acts, union agreements from German to Romanian / Romanian to German / Dutch to Romanian and Romanian to Dutch for various clients
- Various agreements and contracts (purchase, labor, etc), legal documentations for different companies

**Technical:**

- Technical Manuals (tools, machines, electrical devices, household appliances)
- Instruction and maintenance manuals in the field of automotive or aeronautics
- Instruction and maintenance manuals for various mechanical machineries and equipment and for home appliances (cafeo.de)
- Data sheets of various products (cleaning products, pressure tanks, corrosion protection, construction protection systems)
- Instruction and maintenance manuals for cranes (SAAN International BV)
- Company presentations in the field of tyre sales (Profile Tyre Center BV)
- Technical documentation (construction, printing, automobile and textiles)

**Business:**

- Finance and balance sheets, reports, business letters

**Official documents:**

- Birth certificates, marriage certificates, criminal records, etc.

**Medical:**

- medical leaflets, medical reports, medical articles (stomatology, oncology)

**Interpreting:**

- Consecutive interpreting (meetings, presentations, at the notary's office)

**Marketing:**

- Websites, leaflets, presentations, training materials, product descriptions
- Audio translations/ subtitles