

PERSONAL INFORMATION



Petruta Grozavu

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POSITION

Translator

WORK EXPERIENCE

2016–Present

English – Romanian Translator / ManagerIconic Systems SRL-D (www.transwordy.com)

In 2016, I have opened my own company, the translation agency Transwordy. I am collaborating with and coordinating over 50 *native* translators all over the world, supervising the progress of the projects from start to end.

Responsibilities: translating in my language pair,

- coordinating projects (receiving the orders from clients, assigning the task to the right translator, supervising the progress of the work and submitting the translation back to the client),
- communicating efficiently with the clients and the translators,
- managing invoices and payments,
- managing expenses,
- prospecting the market in order to find new clients.

2009–Present

English – Romanian Translator

freelancer (full-time since March 2015)

Different clients all over the world. (SDL, Adnow LLP, Gengo, Eurostaff Solutions, OneSky, AdVerbum, WeLocalize)

Responsibilities: translating articles, books, apps, documents, media content, websites, IT-related content and many more for different companies or persons, from English to Romanian and vice versa. As a collaborator of the above-mentioned agencies, I have translated documents for Samsung, Yamaha, Amazon, AirHelp, Kingfisher, Western Union, Nike etc.

12/2011–12/2014

Forum moderator and company Manager

SC EUROSOFTE SYSTEM SRL, Baia Mare (Romania) (IT company)

Responsibilities: answering to the players' questions, solving their problems with the websites;

- communicating efficiently with the team and with the users;
- managing invoices;
- taking care of the office supplies;
- managing expenses;
- writing unique content for these websites, promoting them online, writing specific SEO targeted content;
- translating newsletters, advertisements, website content, IT content, letters from the users and to the users.

08/2012–Present **Content Writer**
 Insite Collective (United Kingdom)
Responsibilities: Writing unique content for websites, writing specific SEO targeted content.

01/2012–12/2014 **Designer**
 Glasul Maramureşului, Baia Mare (Romania)
Responsibilities: designing the pages of the newspaper in Quark XPress.

2005–2012 **Journalist, Proofreader and Transcriber**
 Glasul Maramuresului, Baia Mare (Romania)
Responsibilities: revising articles and transcribing handwriting and audio files, translating articles, writing articles.

EDUCATION AND TRAINING

2009–2011 **MA in Romanian and European Contemporary Literature**
 North University, Baia Mare (Romania)
 Literature in Romania and Europe in the 19th and 20th century

2006–2009 **BA in Journalism**
 North University, Baia Mare (Romania)
 Journalism - written and audio-video media, New Media, Communication

2002–2006 **Maturity exam**
 "Mihai Eminescu" National College, Baia Mare (Romania)
 Bilingual profile - Romanian - English
 Professional certificate in English obtained here

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Professional certificate in English					
Spanish	B1	B1	B1	B1	A2
Italian	B2	B2	B2	B2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills - excellent communication skills gained through my experience as forum moderator and journalist;
 - sociable, communicative, polite.

Organisational / managerial skills

- leadership (I have been responsible for a team of over 15 people at Eurosoft System SRL)
- good organisational skills gained as company manager at Eurosoft System SRL;
- good team-leading skills gained in the same company.

Job-related skills

- good organizational skills;
- fast learning;
- distributive attention;
- attention to detail;
- analytical thinking;
- imaginative;
- enterprising;
- ambitious;
- efficient work even under stress;
- meeting deadlines;
- motivated.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital competences - Self-assessment grid

Excellent computer skills: Word, Excel, Power Point, Internet, QuarkXPress

Other skills

- reading: passionate reader;
- common knowledge.

Driving licence B