

# IULIA MATEI (formerly Mănescu)

**MORE THAN 15 YEARS OF EXPERIENCE (SINCE 2003)**



Full postal address:  
33 Lovistei St., first floor,  
Sector 3, Bucharest  
Postal code: 031473  
Country: Romania

Tel./Fax: +40 213 266 954  
Mobile: +40 726 271 084  
Email: [matcomputersrl@yahoo.com](mailto:matcomputersrl@yahoo.com)  
<https://www.linkedin.com/in/iulia-matei-04142b7b/>  
<https://www.proz.com/profile/67487>

**MOTHER TONGUE: ROMANIAN, MOLDAVIAN**

## LANGUAGE COMBINATIONS:

ENGLISH (near-native) → ROMANIAN/MOLDAVIAN

SPANISH (excellent) → ROMANIAN/MOLDAVIAN

FRENCH (excellent) → ROMANIAN/MOLDAVIAN

ITALIAN (advanced) → ROMANIAN/MOLDAVIAN

ROMANIAN/MOLDAVIAN → ENGLISH (near-native)

## FIELDS:

Specialized in:

Pharmaceuticals/Medical Devices, Law (Contracts)/Corporate,  
Marketing Research, Business/Finance.

Extensive experience in:

EU/Public Authorities, Software Localization, Human  
Resources/E-learning/Psychometric Tools, General Marketing, User  
Manuals, Fashion/Clothes/Textiles/Accessories.

## SERVICES OFFERED:

- **Translation**,
- **Peer-Reviewed Translation/TE** (translation reviewed by a second linguist – only upon specific client request)
- **Full Editing** (complete review of translation against the source) or **Objective Editing** (review of translation against the source for objective errors only, no stylistic edits)
  - **Proofreading** (monolingual check or 2<sup>nd</sup> review of edited translation)
- **Linguistic Validation** (forward translation, backtranslation, reconciliation of FT or BT, patient recruitment and interviews, clinician reviewer recruitment, proofreading, or full linguistic consultancy involving implementation and discussion of all steps)
  - **MTPE** (machine translation post-editing)
  - **Localization** (translation of software strings)
- **Transcreation** (culturally appropriate, creative translation to adapt a message from source language to target language, while maintaining intent, style, tone, and context)
- **Audio Recording** (professional female voice talent, recorded via own means/not in a studio)

**CAT TOOLS AND QA CHECKERS:** SDL Trados Studio 2019; WordFast Professional 5; MemoQ 9.5, Memosource, Across V7, Wordbee, XTM, Verifika 3.2.

**CREDENTIALS:** Cambridge Certificate of Proficiency in English - *grade A*

Certified Translator & Interpreter by the Romanian Ministry of Culture and Education (RO-EN, SP-RO).

<b>EDUCATION:</b>	2006-2008	MA in Econometrics and Quantitative Economics from the <b>Academy of Economic Studies</b> , Bucharest
	2001-2006	BA in Economic Statistics and Forecasting from the <b>Academy of Economic Studies</b> , Bucharest <i>Final thesis: "Portfolio Optimization Using Value-at-Risk Methodology" (maximum grade)</i>
	Jun.2002	Sales and Life Insurance Course – <b>ING Nederlanden</b> , Bucharest
	1997-2001	<b>Ion Creanga High-school</b> , Bucharest <i>Note: 3 years' studies with native speakers of English (U.S.)</i>
	Jan.2003-ongoing	<b>Freelance translator/proofreader</b> <i>Note: Please see my PORTFOLIO.</i>
<b>WORK HISTORY:</b>	Aug.2003	Internship – <b>Ion Tiriac Commercial Bank</b> , Victoriei Branch, Bucharest
	Jul.2002-	Financial Consultant – <b>ING Nederlanden</b> Agency B6, Bucharest
	Jan.2003	<i>Duties: market evaluation, selling life insurance.</i>
	Nov.1999-	Secretary – <b>Dr. Florina-Cristina Comanici Medical Office</b> , Bucharest
	Jul.2002	<i>Duties: patient registration, monthly statistic reports for the National Insurance Company, translation of various articles from medical journals, etc.</i>
<b>INTERNET:</b>	<b>Cable connection</b> (permanent).	
<b>OUTPUT:</b>	Max. 8 hrs or 3000 words/day.	
<b>AVAILABILITY:</b>	<b>Mon–Fri 10 a.m.–8 p.m. GMT.</b> During this schedule I can promptly reply to any inquiry. You can find me until 10 p.m. GMT, but please allow for a less speedy reply after 4 p.m. or on weekends.	
<b>GENERAL SOFTWARE:</b>	Windows 10; Microsoft Office 365; Bitdefender Antivirus 2020 with firewall; Acrobat Reader 9.0.	

## PORTFOLIO

### Medical/Pharmaceutical – QRD, Regulatory, and Pharmacovigilance

- EMA QRD (SPCs, PILs, Labelling) and related documentation such as DHCP letters, Annex A, Annex C, Annex IV, HCP and Patient Guides (educational materials), orphan application translation/review, etc. for various pharmaceutical products: 400,000+ words to date (mostly EN-RO, but also RO-EN, FR-RO, and ES-RO)  
Projects included both centralized and decentralized (mutual recognition) procedure projects involving translation and review (from scratch and tracked changes updates), feedback on Member State response, independent 3<sup>rd</sup> party review of end-client changes to QRD translation, work on both original patented medicinal products and generics, etc.  
Examples of medicinal products that I have worked on lately (September through October 2020) include: Orifil, Delytba, Rxulti, Favipiravir Tablets (BDR Pharmaceuticals), Quetiapine (SunPharma), Sugammadex Terapia, etc.
- Regulatory materials such as EC and RA letters, EC Opinions, Clinical Trial Applications, Authorizations of Clinical Trials by the relevant RAs, Manager Approvals for study conduct, etc. – 50.000+ words/ EN-RO and RO-EN, with end clients such as PPD Romania, PRA Romania, Worldwide Clinical Trials, and others.
- Pharmacovigilance case studies by Romanian HCPs and Romanian patient reports; also register study surveys (relatively new line of work, 15.000 words during Sep to Nov 2020, mostly RO-EN but also EN-RO)

### Medical/Pharmaceutical – Clinical Trials

Study Protocol (Synopsis): 300,000+ words / mostly EN-RO but also RO-EN (translation/backtranslation)  
Informed Consent Forms (including adult consent forms, pediatric patient assent forms, pregnant partner ICFs, optional sub-study such as PGx ICFs, etc.) – 700,000+ words / EN-RO and RO-EN (translation/backtranslation)  
Clinical Trial Agreements: 100,000+ words / mostly EN-RO but also RO-EN  
Marketing and Patient Recruitment Materials (flyers, brochures, etc.) – 50,000+ words / EN-RO  
Patient Records, Test Reports, Discharge Summaries, etc. – 25,000 words / mostly RO-EN, occasionally EN-RO  
Linguistic Validation of patient questionnaires, clinical interview tools, etc. – 200,000+ words / EN-RO (examples include the Mini-International Neuropsychiatric Interview (MINI – forward translator), the Structured Clinical Interview for DSM-5® (SCID – full linguistic consultancy), and many others  
Clinician and patient training videos (subtitles, on-screen text) for Bracket (now Signant Health) – 100,000+words

## **Medical – Medical Devices**

Various IFUs and user manuals: over 500,000 words (EN-RO). Fields I work in include General Surgery, Vascular Surgery, Orthopedics, Imaging and Radiotherapy, Oncology, IVD, Laboratory Equipment, Hospital Equipment – e.g. ventilators and HME filters, Ophthalmic Instruments, Wound Care, Dental, etc.

End clients I have worked for include Varian Brachytherapy, Stryker Medical, Cook Medical, Covidien, Ethicon, DePuy, Philips Medical, Boston Scientific, Convatec, BBraun, AdMedSol, and others.

## **Law (Contracts) and Corporate**

GDPR, Privacy Policies, data protection notifications – 50,000+ words / EN-RO

End User License Agreements (EULA), Terms and Conditions and related/similar – 100,000+ words / EN-RO

Articles of Association, Statutes, Shareholder Registers, etc. – 50,000+ words

General commercial agreements – 50,000 words / EN-RO & FR-RO

Public contracts – 30,000 words / EN-RO

Code of Conduct (including on specialized, sensitive financial subjects such as insider trading and others) – 100,000+ words / EN-RO

## **Marketing Research**

Consumer Marketing Surveys on various types of products (electronics, consumer goods, gardening tools, streaming services, etc.) – 50,000 words / EN-RO

Medical Marketing Surveys – 50,000 words / EN-RO (Projects included market surveys for pharmaceutical end clients, addressed to HCPs or patients, on various themes such as Oncology, Flu and Cold, COVID-19, and many others)

Opinion Surveys on various themes such as the EU, immigration, environmental protection, human augmentation, etc. – 30,000 words / EN-RO

## **Business/Finance**

Key Investor Information Documents (KIID), Investment Fund Prospectuses, Financial Analysis – 500,000+ words / EN-RO and RO-EN (end clients included ING – currently NN IP – and BCR Romania).

Financial Publications (regular market updates such as MarketScope) for ING/NN IP Romania – 500,000+ words / EN-RO (during 2011-2019)

Annual financial reports – 150,000 words / EN-RO, ES-RO, RO-EN.

Forex websites and technical analysis platforms – 50,000 words, EN-RO (such as Trading Central and others)

Taxation – 20,000 words / EN-RO.

Company overviews – 20,000 words / EN-RO.

Creditworthiness certificates – 5,000 words RO-EN

*European Chambers of Commerce* by F. Pizzetti and P. Bilancia (for the Romanian Chamber of Commerce) – 138 standard pages, FR-RO.

## **EU and Public Authority**

7th Cohesion Report of the EC – 90,000 words / EN-RO

Training for EU citizens regarding migration and free movement rights, end beneficiary DG JUST – 80,000 words / EN-RO

Leonardo da Vinci Training E-Business for Tourism SMEs (TEBTSME) (agreements and other materials) – 4,000 words / EN-RO and RO-EN.

Socrates (Grundtvig 2) Language Learning Ware (LLW) Project – 3,500 words / EN-RO.

Informational brochure for Romanian and Bulgarian Citizens (Ministerio de Trabajo y Asuntos Sociales) – 2,200 words / ES-RO.

Progress in Policy Reform in SE Europe (Investment Compact Monitoring Instruments, 5<sup>th</sup> Edition) – 4,600 words / EN-RO.

## **Software Localization**

Lead translator for the localization of Yahoo! (software strings and Help pages), lead translator for Zendesk, extensive work for Sony PlayStation, Google/YouTube, Zimbra, Apple, and others – 600,000+ words / EN-RO

## **Human Resources/E-learning/Psychometric Tools**

Employee trainings/e-learning – 300,000+ words / EN-RO (end clients include IKEA, ECCO, Lubrizol)

Newsletters and Brochures/Magazines – 50,000 words / EN-RO

CEB SHL HR testing platform – 100,000+ words / EN-RO

Culture IQ, various employee surveys – 25,000+ words / EN-RO

Motivational Appraisal of Personal Potential (MAPP) software localization + reliability and validity studies – 34,000 words / EN-RO.

E. Billette de Villemeur's *Cybernetics Course Support and Evaluation Tests* – 7,500 words / FR-RO.

## General Marketing

Marketing materials from numerous end clients spanning various areas, including IKEA (furniture), Delphi Technologies (automotive parts), Nilfisk (professional cleaning), P&G (consumer goods), KitchenAid (kitchen appliances), various financial clients, and many others – 400,000+ words / EN-RO. Projects included leaflets/brochures, customer letters, newsletters, branding and rebranding materials etc.

## User Manuals

User Manuals and User Guides for various consumer products (vacuum cleaners, washing machines, mobile phones/smartphones, TV sets, printers, kitchen appliances) – 300,000+ words

Various Technical Manuals for Frigoglass Ice Cold Merchandisers (ICM) – 25,000 words / EN-RO

Technical Manual for Simac Monostatic 100-Ton Press – 34,000 words / EN-RO

Operating Instructions for book binding machines – 20,000 words / EN-RO.

## Fashion/Clothes/Textiles/Accessories

NEXT, Zara, H&M and Bershka brands – 50,000 words / EN-RO (product descriptions, website)

Large cosmetics projects for end clients such as Seacret, Make Up For Ever, and others – 25,000 words / EN-RO

Luxury product descriptions for Swarovski – ongoing project, EN/RO

## WORK METHOD:

### General considerations:

I carefully study any job offer and project materials, and I only accept those jobs that I am competent to carry out.

**I reject ALL jobs that I believe I am not qualified to undertake.**

I start work on the project only after receiving a formal Purchase Order and I sign an Agreement if the job is offered by a new client. This Agreement contains a Confidentiality Clause and (for translation agencies) a Non-Competitional Clause.

After delivery, I remain at the client's disposal for any clarifications and support.

I am always helpful, considerate, and polite.

### For translation:

I plan my time so that I finish the job one day before the deadline (or 3 days for large projects). No matter how large a project, I am disciplined in following my time-planning, and I always deliver on the agreed deadline.

I first read the whole text and prepare a terminological list. Should my own terminology resources prove insufficient, I contact the Project Manager for clarifications and (as a last resort) I ask a specialist in that given field for help.

I do the translation according to the client's job specific instructions, requirements and/or glossaries, and I also use a Translation Memory whenever available.

If the text is highly specialized OR if I have to translate from Romanian to English, I always send the translation to be reviewed for any errors of terminology, style and register by a specialist peer who is a native speaker of the target language.

*(Please see the rates section for peer-reviewed translation. As this implies an extra charge for all translations into Romanian, I always announce the client if I consider a peer review to be necessary before I take on the project.)*

Upon delivery, I always inform the client of any difficulties I encountered during the project and how they were solved.

### For proofreading (review):

I only proofread if the target language is my native language (Romanian) and if the project corresponds to the Fields listed on page 1 of this résumé.

My proofreading (review) includes:

Confronting the printed translated version against the printed original, for a speedier and more accurate editing.

A responsible terminological re-check.

Spellchecking.

Streamlining the rendition into a pleasant sounding and (where applicable) culturally adapted, yet faithful, version of the original.