



Laura Runcanu

REMA bilingual Support Worker @ Surrey Council
UK
Sibiu, 51 years, Female

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PROFESSIONAL EXPERIENCE

Surrey Council UK in London, United Kingdom

REMA bilingual Support Worker

May, 2023 - Present | 3 months

Providing interpreting services for Romanian adults and children living in the UK, beneficiaries of the Surrey County Council.

Litera (București) in Bucharest, Romania

Translator

April, 2020 - Present | 3 years 4 months | 1000 GBP / month

Translating books of fiction from English into Romanian. Here is a list of books and authors translated in this interval, starting with the latest ones:

- * Nora Goes Off Script, by Annabel Monaghan
- * The Italian Girl, by Lucinda Riley
- * The Wish, by Nicholas Sparks
- * The Girl on the Cliff, by Lucinda Riley
- * Those Who Are Loved, by Victoria Hislop

Litera (București) in Bucharest, Romania

Redactor

September, 2021 - January, 2023 | 1 year 4 months

Copy-editing books translations from English into Romanian. I have dealt with more than thirty different titles and authors during my employment.

Sherborne Area Schools' Trust, Shaftesbury CE Primary School in Shaftesbury, United Kingdom

Learning Support Mentor

September, 2019 - April, 2021 | 1 year 7 months

Working with Eastern European children and children with learning difficulties, and helping them catch up with their peers.

Sherborne Area Schools' Trust, Motcombe Primary School in Motcombe, United Kingdom

Teaching Assistant

November, 2016 - September, 2019 | 2 years 10 months

One to one Teaching Assistant, offering support for a child with autism.

Shaftesbury School in Shaftesbury, United Kingdom

Cover Supervisor

April, 2016 - December, 2016 | 8 months

English Lessons in Cluj

Teacher

January, 2013 - December, 2015 | 2 years 11 months

teaching English, translating

World Vision Romania in Cluj-Napoca, Romania

PR & Communications Specialist

October, 2004 - December, 2012 | 8 years 2 months

Responsibilities:

- * Organising public events, awareness campaigns to enhance the NGO's image in the community
 - * Maintaining good relationship with press and other NGOs, reflecting World Vision's activities through press releases, press conferences, field visits;
 - * Writing and publishing features and news in English and Romanian for the web and for internal communication
 - * Writing scripts for films and multi media pieces, recording voice over (://"Second Chances" series)
 - * Taking compelling pictures to illustrate the articles
 - * Translating reports, brochures, annual reports from Romanian into English and English into Romanian.
 - * Providing interpreting services for foreign media representatives, sponsors, colleagues from other World Vision offices from abroad.
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Scoala Elf in Cluj-Napoca, Romania

English teacher

September, 2000 - September, 2001 | 1 year

English teacher - primary school

CD Radio Napoca in Cluj-Napoca, Romania

Editor

November, 1995 - September, 2000 | 4 years 10 months

- Radio features on social issues, education, events
 - Musical radio programs on French music "Franta muzicala"
 - Producer and entertainer - Radio show for teenagers
 - News editing
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TVR Cluj in Cluj-Napoca, Romania

Translator

September, 1995 - June, 1997 | 1 year 9 months

I translated and dubbed cartoons.

ABOUT ME

I am a translator and interpreter with over 10 years experience in this field. Currently I work remotely as a REMA bilingual support worker for Surrey Council and as a freelance book translator from English into Romanian.

I had worked in various fields such as Publishing, Education, Radio Journalism, Communication and PR, I interpreted conferences and workshops, I translated documentaries and cartoons, and I taught English as a Second Language. I translated five books from English into Romanian (the fifth currently due to be published) and I copy-edited more than thirty.

During my work as a journalist I interviewed English and French speaking artists, managers, people from various walks of life.

As a Communication and PR specialist with an international humanitarian NGO I had worked in a communication team across Middle East and Eastern Europe, ensuring internal and external communication for an international audience, via annual reports, brochures, news articles, human-interest stories, documentaries and multi media. I translated reports, brochures, annual reports from Romanian into English and I interpreted for English speaking sponsors and colleagues from abroad. I provided content for the Romanian web page, tailoring it for the Romanian audience but also for , in English.

JOB TYPE PREFERENCES

Location		Time & Pay	
Remote & Home work	✓	Full-time employment	✓
		Part-time employment	✓
		Jobs paid by hour/ projects	✓

EDUCATION

Foreign Languages and Literature, Master / Postuniversity degree

"Babes-Bolyai" University, Faculty of Letters Cluj

1990 - 1995 | 5 years

SKILLS

show initiative	create solutions to problems	literature	interact verbally in English	communication
translate foreign language	speak different languages	translate texts	think analytically	public relations
adapt teaching to student's capabilities	proofread text	English	develop creative ideas	apply grammar and spelling rules
adaptability	team player	review translation works	communication principles	

SPOKEN LANGUAGES

English	advanced
Romanian	advanced
French	medium

OTHER SKILLS

I have a driving licence	✓
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