

Mariana GHEORGHE

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Nationality: French

Professional Skills:

Technical skills:

- Microsoft Office (Word, Access, PowerPoint, Excel)
- Translation tools (Trados suite, SDLX, Catalyst)
- FrameMaker, DreamWeaver, PhotoShop, Monal

Management:

- Project management skills
- Developed a customers/suppliers data basis
- Sales

Work Experience:

- April 2005 - Freelance teacher at “Kiddy Junior Classes”, Brussels *French/English/Spanish*
- Freelance for “Softitler” (Los Angeles, USA) *English> French*
- December 2004 - Freelance website manager for “Software Translations”, France
- Website translator for a firm selling clothes online *English> French*
- April to October 2004 - 6 month-internship at “Celer Pawlowsky” (Trados™ official reseller), as a Project Manager
proof-reader and DTP assistant (Madrid, Spain) *Spanish/English> French*
 - *translation of a medical software help*
 - *evaluation, analysis, preparation of the files*
 - *management of the human resources involved in the various projects*
 - *proofreading and QA of the health care projects*
 - *updating of translation memories and glossaries*
- October 2003 to January 2004 - Project Manager for the compilation of Dictionary on the Olympic Games for the
European Union’s project : Euradic (CFTTR, Rennes 2, France) *English>French*
 - *drafting of project specifications*
 - *management of 10 groups of 9 students*
 - Translation of a European project on “Distance Learning & Multimedia Solutions” at the
“Academic Delegation For Professional Training” (Rennes, France) *English>French*
 - *website localization with DreamWeaver*
- June to August 2003 - 12 weeks-internship at “UniversalDialog”, as a translator, proof-reader and terminologist
for medical documents (San Diego, USA) *Spanish>English US*
 - *proofreading of medical documents on dental surgery*
 - *conception of client glossaries using MultiTerm-ix*
- January 2003 - Translation of a catalog of kitchen accessories for “Luisina” (Rennes, France) *Spanish>French*
- Translation of 9,000 words on alternative medicine *English>French*
- July to August 2002 - 8 week-internship at “Software-Translations”, as a Project Manager (Nantes, France)
 - *Trados training*
 - *developement of a customers/suppliers data basis*
 - *hardware and software maintenance*

- June 2002 - 4 week-internship at the University of Málaga, as a translator and proofreader (Spain)
 - *linguistic revision of a medical CD-ROM* *Spanish>French*
 - *translation for the Larousse Medical Dictionary* *Spanish>French*
- October to May 2002 - Compilation of a bilingual Specialized Dictionary on Credit Card Security *English>French*
 - Development of a General Technical Dictionary (30,000 terms) *English>French*
 - Terminology for the Larousse Medical Dictionary *Spanish>French*
 - Drafting of user guides (digital camera...)
 - Participation in the European Translation Project for Students "Tradutech"
 - *Management of a whole week of translation:*
 - 2 days of pre-translation (*analysis, terminology, phraseology, documentation*)
 - 2 days of translation using the result of the pre-translation phase and CAT tools
 - 1 day of post-translation (*proofreading, QA, DTP*)

Education:

- 2003-2004 - Master's degree in technical Translation, overall Grade B at the Training Center for Translators-Localizers, Terminologists and Technical Writers (CFTTR) of the Université Haute Bretagne, Rennes 2, France
 - ♦ *English and Spanish (communication, technical and general language)*
 - ♦ *Specialization (documentation, terminology, technical and commercial translations, subtitling and voice-over, interpreting, proof-reading, revision, quality assurance, project management)*
- 2003 - Trados™ and SDL™ special CAT training
- 1998-1999 - Baccalauréat SES: French secondary school diploma in Economics, Grade B and specific European grade, Redon, France
 - First Certificate in English, Cambridge (Great Britain)
- 1996-1997 - European diploma from the UCAPE (Union pour la Culture et l'Avenir Professionnel en Europe)

Extracurricular Activities:

- Several stays (from 3 weeks to 6 months): USA, Spain, Ireland, Sweden, Romania, Belgium
- Interest in: Fashion, Cosmetics (Nuskin), Video Games, Sports (roller-skating, fitness), Cooking, Traveling, Cinema and Music
- 2002 - 2003: Member of the tutorial system at the University of Rennes 2, France
 - Vice-President of the College Association for Students in Translation – Rennes 2, France
 - Member of Redon's movie theater's association
 - Teacher for children and students (up to 22 years old)
- Driver's License

References:

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