



Oana Clapa

IT Support and Technical Writer

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Personal Details:
28 Sept. 1979 • Bucharest, Romania
female • married

Client-focused professional with hands-on experience executing quality assurance initiatives in adherence to organisation's vision. Proficient at translating complex technical information into rationalised terms. Leverage advanced technical aptitude to design, develop, and deliver the most captivating, engaging, and user-friendly content in a variety of mediums Skilled in offering content quality for all your translation and localization needs, within fast-paced and highly challenging environments.

Qualifications Summary

- Accomplished, outcome-driven leader with proven expertise in coordinating teams of translators through proofreading as well as ensuring terminological and phrasing.
- Demonstrated long-term experience in translations and localization for my language pairs (En/Fr/Ro).
- Demonstrated experience in writing and collaborating with technical team to assist during tendering process by implementing specific field knowledge.
- Consummate communicator with exceptional interpersonal skills and ability to interface with clients, developers, and members of project team to ensure project delivering on time and to exact client specifications.
- Proficient in editing and proofreading, SDL Trados, MemoQ, CAT Tools, and Microsoft Office.

Career Experience

Freelance, Brussels

06/2010 – Present

Freelance Translator and Localisation Specialist

Cooperate with clients mainly in IT field such as software and localisation as well as translating PhD theses, books about data modelling, and numerous software manuals and specifications. Communicate with clients through mail, telephone, and direct contact by using interpersonal skills to discuss preferences/delivery deadlines, request terminology lists, and deliver completed projects.

- Collaborated with clients including Symantec/Norton, Riot Games, PhotoShop, and PayPal.
- Performed as a translator and proof-reader to deliver finished product by implementing best practice translation and review processes.
- Acclaimed received for quality of work and attention to detail to produce fully accurate and well-worded translations.

Freelance, Brussels

08/2018 – 5/2020

Literary Translator

- Translated "Dandelion Wine" by Ray Bradbury and "Shattered Kingdoms" by N.K. Jemisin.

Various Companies, Various Locations

12/2004 – 2/2010

Senior Translator/Proof-reader

Delivered high quality of work for translation samples to help company while participating in tenders. Translated documents in IT fields as well as technical, law, commercial, banking, human resources, marketing, tender documentation, PHARE projects, national and EU laws.

- Created and administered various translation projects including final check and approval of translated documents and collaborated with teams to ensure the use of necessary terminology.

Company Name: Biroul De Traduceri Champollion | Serious Business LL | Best Communication Media SRL

Additional Experience

Junior Translator, Creativ European Trust SRL, Bucharest

Text Editor, Softwin Inc., Bucharest

Volunteer as Translator, Organizatia Impreuna La Scoala, Bucharest

Education

Master in Language Interpretation and Translation, English / French
University of Bucharest, Bucharest

Master in English / French Studies in literature and linguistics.
University of Bucharest, Bucharest

Languages

English | French | Romanian | Dutch; Flemish Proficiency (beginner)