

## PERSONAL INFORMATION

Name **BODNAR ADINA**  
Address **BUCHAREST, ROMANIA**  
Telephone **+40 724 9999 16**  
Fax **+ 40 21 326 82 80**  
E-mail **adina\_bodnar@hotmail.com**

## WORK EXPERIENCE

- Dates (from – to) **Nov. 2004- today**, ECG Energy Consulting Group Ltd., Bucharest, Marketing Assistant  
(Translations: energy efficiency, thermal building rehabilitation, energy supply, thermal energy, wind and renewable energy).  
**July 2003- Nov. 2004**, Danubius Travel Agency Constanta, Travel Agent-Outgoing Department  
**Febr.2003-Apr.2003**, The German Democrat Forum Constanta, Education, Collaborator  
**January-June 2003**, Bavaria Motors Ltd. Constanta, Marketing Training  
**Sept. 1997-sept. 1999**, Stramtura School, Suceava, Teacher for elementary

## EDUCATION AND TRAINING

- Dates (from – to) **Oct. 1999- june 2003**, Ovidius University Constanta, Faculty of Letters/ French-German Department, Diplome  
**Apr.2000, Oct.1999**, Ovidius University Constanta, AIESEC Training  
Authorized translator for French and German, Ministry of Justice

## PERSONAL SKILLS AND COMPETENCES

### MOTHER TONGUE

**ROMANIAN**

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

GERMAN	FRENCH	ENGLISH
EXCELLENT	EXCELLENT	VERY GOOD
EXCELLENT	EXCELLENT	VERY GOOD
EXCELLENT	EXCELLENT	VERY GOOD

### TECHNICAL SKILLS and competences

MS OFFICE (WORD, EXCEL, POWER POINT, OUTLOOK)  
WORDFAST; SDL TRADOS

### RATES PROJECTS

**HEBERGER CONSTRUCTII SRL, Bucharest** (translation of web page, technical offer, technical reports), **Language pairs:** GER-RO  
**ECG Energy Consulting Group Bucharest** (web page, offer, technical report, brochures, consulting contracts, project description etc), **Language pairs:** GER-RO, RO-GER, EN-RO, RO-EN  
**Romanian Ministry of Transport Housing and Tourism** (communication general, offers, consulting contracts, forms etc.), **Language pairs:** GER-RO, EN-RO  
**Röedl & Partner Romania** (law contracts, legal documents, law general), **Language pairs:** GER-RO  
**Vio Globaltrad SRL Bucharest** (instruction manuals, science general, cooking recipes etc.)  
Language pairs: GER-RO, EN-RO  
**Danubius Travel Agency, Constanta** (TUI Germany travel offers, travel brochures, travel contracts), **Language pairs:** GER-RO