

PERSONAL INFORMATION

Name MIOARA IORDACHE
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Nationality Romanian
Date of birth 18.08.1977

WORK EXPERIENCE

- Dates (from – to) 01.10.1999 – up to present
- Name and address of employer Translation agencies: PGR IMPEX 2000 - Romania;, PPI Technical Communication – USA (Ohio), MVP International – USA, The Big Word – UK, Business Team Translations – Hungary, Lingvistika Ltd. – Latvia, Hever Translators' Pool-Israel, MITS-India, Valuepoint Knowledgeworks Pte. Ltd - Singapore
- Type of business or sector **CERTIFIED TRANSLATOR (FREELANCER)**
- Occupation or position held
- Main activities and responsibilities
 1. Technical translations – English to Romanian/French
Mechanics, Electrics, Electronics - Installation, maintenance and troubleshooting manuals, User's guides, Service Bulletin/Documentation issued by manufacturers for products like: Generators, Excitation Generator, Steam Turbine, Induction Motor, Smart Pressure Transmitter, Monitoring System-Rack Installation and Maintenance, Valve Assembly, Cartridge Seal Kits, Terminals with Electronic Components, Feed through terminals, Digital Exciter Training
General Electrics, brand Nuovo Pignone: machinery and equipment for all segments of the oil & gas industry
Siemens, HVAC products: sensors, valves, damper actuators
Emerson Process Management, brand Rosemount: pressure, temperature, flow and level measurement instrumentation
General Monitors: combustible gas, toxic gas, and flame detection monitoring products
Augburg International – *MSDS for oils, hydraulic fluids, etc.*
 2. Telecommunications - English to Romanian/French
 - overview of the history, theory and practice of telephony, with a specific focus on business telephony systems and methods used in the United States and Canada. Identifying the components of a phone system and the types of phone systems in use
 - description and operation of PBX systems, VoIP system , telephone interfaces with RJ-11 or RJ-45 jacks and connectors.
 - methods for translating local phone calls to a form usable by the greater telephone network with generations of equipment currently in use
 - description/functions for devices like modem, or modulator/demodulator, multilayered audio signal, POTS lines, multiplexer (data translation from one protocol or medium to another)
 - setting up remote parties meetings using a teleconference or a videoconference and the concept of "telepresence"
 - courses on the basics of computer technology (detailed description of: the parts of a computer, basic hardware components, I/O systems, memory, storage, legacy devices, networking - TCP/IP over Ethernet or wireless: standards for communication, operating systems, graphical user interfaces)
 - portability - internet, Wireless Application Protocol, the technology for Wi-Fi
 - special purpose devices designed to enhance the computing experiences, from servers to smartphones
 3. IT, Computers, Software - English to Romanian / French
Melt Manager system - integrated computer interface: operation of the Inductotherm VIP Power-Trak and Power-Melt induction melting power supplies (outsourcer : the agency Wordrise-Latvia)
Astec Plus Machine - description of system operation (outsourcer: the agency PPI TechComm - USA)
Comverse - description of software Comverse® ONETM Converged Billing (outsourcer: the agency Hever-Israel)
Site geopostcodes.com
Site [Fonts2U](http://Fonts2U.com)

Functional description of Internet Explorer 8 Billing (outsourcer agency Hever-Israel)

4. Marketing, Human Resources, Management – English>French>Romanian
Group Reports, Group Rules Book (Carrefour Group)
internal control, support functions – legal and governance, finance & controlling, risk management & compliance, human resources, treasury, retailing activities – merchandise, supply chain, marketing, franchise, insurance and financial services
HR - Succession Program (technical manual): *career management, methodology - competence matrix, the concept of potential, the concept of performance, development and succession planning, career committee planning&animation plus phases*
Management
Professional training for Executive Directors, Senior Directors, Managers and Employees on:
 - Leadership principles – behaviours who lead to high performance in one's role
 - Personal development
 - Self vs. Manager vs. All other relationships
 - Areas of Strength and Development
 - Develop people and build teams
5. Medical translations – English/French to French/Romanian
 - *Abbott: Clinical trials on different treatments and therapies (double-blind, randomized, placebo-controlled trials, evaluation of the safety and efficacy of adalimumab versus placebo in patients with active PsA, Psoriasis, etc, rate of progression of peripheral joint damage)*
 - *product IFUs – temperature probes, capsular tension ring, ophthalmic surgical blades, antidepressant for both Bipolar Depression and as add-on therapy in Major Depressive Disorder*Mikrolab: *microbiology laboratory*
Oxy/pharm: *surface disinfection systems for medical devices*
Institut Pasteur de Lile: *microbiology*
Biomatech: *microbiology laboratory*
Medline: *medical equipments*
6. Legal and official documents: (ex., etc.) -- English>French>Romanian
Carrefour Group: *Collective Employment Agreement – Trade Branch Level, Transport Agreement, etc.*
Augsburg International – *Purchase&Sale Agreement, Warranty & Quality Birth certificate, marriage certificate, etc.*
7. Services and Software:
Editing - software Microsoft Word, Microsoft Excel, Adobe Acrobat, Adobe Photoshop
CAT Tools: Trados 7 Freelancer, SDL Trados Studio 2009, SDLX 2006
Pictures translating and editing – software Adobe Photoshop
Proofreading

OTHER JOBS (NON
RELATED TO TRANSLATING
EXPERIENCE)

BUSINESS ASSOCIATE MANAGER, December 2005 – up to present
Company: ADCONCEPT COMMUNICATIONS, Bucharest
Field: Advertising

SALES REPRESENTATIVE, September 2003 – November 2005
Company: Wizard Media, Bucharest
Field: Outdoor advertising

MANAGER ASSISTANT May 2000 – August 2003
Company: Augsburg International, Bucharest

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organization
- Skills covered
- Title of qualification awarded

1995-1999
University Al. I. Cuza, Faculty of Letters

Specialization English and French
BA degree

- Dates (from – to)
- Name and type of organization
- Title of qualification awarded

Nov.2003-June2004
University of Bucharest, Journalism and Communication Faculty

Journalism Postgraduate Course

- Dates (from – to)
- Name and type of organization
- Skills covered

2003
Ministry of Justice
Authorization for Certified translator – languages English and French

MOTHER TONGUE

ROMANIAN

OTHER LANGUAGES

Reading skills
Writing skills
Verbal skills

ENGLISH

Excellent
Excellent
Excellent

Reading skills
Writing skills
Verbal skills

FRENCH

Excellent
Excellent
Excellent

