



PERSONAL
INFORMATION

DRAGOMIRESCU ALEXANDRA RALUCA

 No 5, Str Stan Zătreanu, Târgoviște, 130022, Romania

 0040762381132

 alexandraralucadragomirescu@gmail.com

Sex F | Date of birth 22/04/1984 | Nationality Romanian

WORK EXPERIENCE

May 7th, 2018-present

Senior Corporate Account Manager

Wolfestone, Swansea, Wales, www.wolfestone.co.uk

Managing the entire translation process for Wolfestone' s number 1 client

- receiving the files,
- sending quotes,
- start the project when it is approved,
- finding the right linguists for the translation/ transcreation /subtitling/ VO/ AI edit etc,
- checking the progress,
- QA checks of the final files,
- DTP if needed,
- delivering the files to the client,
- follow up about the quality/invoice etc.)

Working with XTM, Smartling, Memsource, AI software, XTRF

Translations

EDUCATION AND TRAINING

- 2008-2010 Master – Culture and Language of the European Organisations – English, Spanish
University of Bucharest

December 5th, 2017-present **Freelance Translator**

Replace with EQF
(or other) level if
relevant

The Court of Justice of the European Union, Luxembourg

August 2008-present ▪ Spanish – Romanian translator

Freelance translator

- Spanish, English, French – Romanian translator and interpreter

May 2007 – October 2008

Project Manager

Casa de Traduceri SRL, Bucharest
Translation and project management

December 2005 – March 2007

Assistant Manager

Bani Expres SRL, Bucharest, Romanian branch of Money Exchange SA Spain
Financial Services

- 2004-2008 Bachelor’s degree – Applied Modern Languages – English and French
University of Bucharest
- 2004-2008 Bachelor degree – Journalism
University Valahia Targoviste

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	C2	C2	C2	C2	C2
Sworn translator authorisation issued by the Romanian Ministry of Justice Competences certificate issued by the Romanian Ministry of Culture .					
English	C1	C1	C1	C1	C1
Replace with name of language certificate. Enter level if known.					
French	B1	B1	A2	A2	B1
Catalan	A2	A2	A2	A2	A1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills ▪ good communication skills gained through my entire experience

Organisational / managerial skills ▪ leadership

Job-related skills ▪ good command of quality control processes

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- good command of office suite (word processor, spread sheet, presentation software)
- good command of Adobe, CAT tools, subtitling programs, conversion programs, etc.

Driving licence B – May 2002