

Nicoleta-Oana SOUCA

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5th of December
1975 in Brasov
(Romania)

Personal skills & competences

Languages :

- ✓ German native speaker
- ✓ Romanian native speaker
- ✓ French (fluent)
- ✓ Englisch (advanced)
- ✓ Spanisch (intermediate)
- ✓ Italienisch (basic)

Computer skills :

- ✓ Excellent knowledge of all Office applications (Word, Excel, Power Point, Visio), Acrobat Professional, Adobe Photoshop &
- ✓ Dreamweaver
- ✓ QuarkExpress
- ✓ SDL Trados
- ✓ Betisoft (hotel reservation skills)
- ✓ IPASS (contability skills)
- ✓ SAP HR (Personalmanagement) and EBP (Projectmanagement)

Stay abroad and study trip:

- ✓ France (Ardennes, Paris, Avignon, Nice, Provence)
- ✓ Italy (Rom, Florence, Tuscany)
- ✓ Romania (Transsilvany)

Artistic skills :

- ✓ Drawing / Literature
- ✓ Piano
- ✓ Travelling

Curriculum Vitae

EDUCATION

- 2006: **Master in French & German Literature and History of Art**, University of Hamburg, Germany
- 2002: **Master in French Literature**, Université d'Avignon et des Pays de Vaucluse, France
- 1995: **A level exam**, Emil-Krause-High School, Hamburg, Germany

WORK EXPERIENCE

- Since Sept. 2010 – dato: **Souca Translations** www.souca.info
Freelance translator German / French / Romanian / English
(Translation, interpreting, editing/proofreading, website localization, software localization, voiceover (dubbing), subtitling, post-editing, transcription)
Project management & inter cultural training
- Since Dec. 2009 – dato: **Université d'Avignon et des Pays de Vaucluse, Avignon, France**
Graduation in French Literature – sojourns for research in Germany, France and Romania
- Dec. 2008 – Nov. 2009: **Mediterraneum Editions, (Riviera Côte d'Azur Zeitung & Riviera Times), Nice, France**
Marketing assistant / Projectmanagement
Planning and implementation of all technical pre-press for the ads (text editing, translation and adaptation of advertising texts from French into German, layout, graphics, proofreading), customer acquisition and care, scheduling and cost control of the technical production, organizing of events as press partners in the region Provence-Alpes-Côte d'Azur
Contact person: M Jean-Robert Mainguet (+33 6 07 57 95 61)
- Dec. 2006 – Nov. 2008: **LuK GmbH & Co. oHG (Schaeffler Group), Bühl, Germany**
Projectmanagement and team assistance
Projectmanagement, develop of presentations, operating manuals, and calibration instructions for testing, project and cost control and analysis. Additional, staff support via SAP, organizing of meetings and seminars
Contact person: M Thomas Pfund (+49 7223 941 0)
- March – August 2006: **Domaine du Château de Taulane, 4* Hotel, Provence, France**
Marketing assistant
Building of a customer database, press releases German / French for travel agencies and tourist information centers, customer service, organizing of meetings, conferences and weddings, mailings, content design for the website
Contact person: Mrs Laetitia Saint Crique (+33 6 19 34 06 80)
- 2005 – 2006: **Exam Master German / French / History of Art, University of Hamburg, Germany**
- 2003 – 2004: **Behr's Edition House, Hamburg, Germany**
Student assistant as a product supervisor, implementation of new edition products, proofreading
- 2003 – 2004: **Stiftung Denkmalpflege, Hamburg, Germany**
Student assistant of the management director, public relations, press releases, preparation and participation to the "Heritage Days" in Hamburg, organizing meetings, cultural and art history lectures
- 1995 – 2002: **IPSOS Phone, Reiseszene, Hamburgische Seehandlung, congrat.de, LichtBlick, Adecco GmbH, Hamburg, Germany**
Student assistant in office management