



Curriculum Vitae

Personal information

First name(s) / Surname(s) **Anna- Maria Kapusneak**

Address Calea Floreasca 50, 1st District Bucharest Romania

Telephone(s) +40 745 459 642

Mobile:

E-mail kapusneak.anna@yahoo.com

Nationality Slovakian

Citizenship Romanian

Date of birth 26.07.1985

Gender Female

Desired employment / Occupational field

Language professional for Slovak language

Work experience

Dates August 2015 -Onwards

Occupation or position held Freelance Translator and Interpreter

While I was employed, I attended as conference interpreter various conferences and meetings. Below a summary list of conference attended:

- Regional Directors Training - Salve Group (consecutive RO- SK, SK- RO) Senec 2007
- National Sales Conference - Salve Group (simultaneous RO- SK, SK-RO) Poprad 2007
- National training seminar for marketing agents - Salve Club (consecutive (SK -RO) Sinaia 2007
- Pension Reform Opening Conference -Salve Club (consecutive SK_RO) Poiana Brasov 2007
- National Conference of Insurance Brokers (whispering RO-SK) Bucharest 2007
- Primm Awards Gala - (whispering RO-SK) Bucharest 2007
- Closing Conference of the Pension Reform -Salve Club (whispering (RO-SK) Oradea 2008
- Salve Holiday Seminar - Salve Club Egypt (RO-SK, SK-RO) 2008
- Fincop Insurance Broker National Sales Conference (simultaneous and consecutive RO- SK, SK-RO) Bulgaria 2008
- AFS National Sales Conference (consecutive) Targu - Mureş 2008
- Negotiations at the Ministry of Transport - Doprastav Bucharest 2008 (RO-SK, SK-RO)
- Conference call with Volkswagen Germany - Eybl Timisoara 2008 (DE-RO, RO-DE)
- Consecutive translations at negotiations with ING, Allianz, Omniasig, AIG, Interamerican, Banca Transilvania, BRD, BCR, (ENG-SK, ENG- RO, RO- ENG, SK- ENG)

Main activities and responsibilities	<p>Operating instructions for automatic sewing machines and ESP machines (DE-RO) Court of Accounts of Romania - Simultaneous and consecutive interpreting for the Head of the Court of Accounts Jan Jasovsky from Slovakia - April 2011(SK-RO, RO-SK) Negotiations between Selina Oradea and Metrostav Slovakia - March 2013(RO-SK, SK-RO) Seminar on the use of solar panels - consecutive interpreting - Romstal - Oct 2013. (DE-RO) Negotiations for purchase of agricultural land - Agro CS (consecutive) - Brasov November 2014 (SK-RO) Working visit to the Ministry of Tourism - Ministry of Tourism of Slovakia (whispering) - April 2017 (SK-RO, RO-SK) Negotiations - Ethos House (consecutive) - Dec 2017 (ENG-RO) Project VS/2018/0038 - Improving the position of employers by promoting communication in the workplace - European Union (simultaneous/dual) (RO-SK) Dec 2018 Negotiations Ministry of Transport - Vahostav (consecutive) Jan 2019 (RO-SK, SK-RO) Working visit to the Government of Romania - China Railways - Vahostav - April 2019 (ENG-SK, RO-SK) 2020 National Anticorruption Directorate - Various European Investigation Orders 2021,2022 Various collaborations with Translation Agencies for projects from English, Romanian or German into Slovak language such as: Census Forms for the Romanian National Institute of Statistics (RO-SK) Translation of Commercial Packaging for Chipsy King (RO-SK) Communication between Social Insurance Funds (Slovakia-Ireland) SK-ENG , ENGG-SK Brochure for Solar Panels (SK-RO) Brochures for Semmelrock products SK-RO, DE-RO Oracle Technical Support Policies (ENG-SK) Oracle Hardware and System Support Policies (ENG-SK) Severin Refrigerator – User’s Manual (ENG-SK)</p>
Dates	November 2013-August 2015
Occupation or position held	Office Manger
Main activities and responsibilities	The company's main activity is fleet management. As the mother company is based in Slovakia my main responsibilities are: coordination of the back office, technical department and economical department, translation for the Slovak management and basically coordination of all activities on the Romanian market.
Name and address of employer	Commander Systems , 2 nd Magura Vulturului Street, Bucharest
Dates	November 2008 –November 2013
Occupation or position held	Office Manager
Main activities and responsibilities	The company's main activity is consultancy in military field. Given that our company is representing various producers of military equipment on Romanian market, my responsibilities were to prepare the necessary tender documents (translation, transmission to partners, follow-up of its correct completion by partners etc), communication with the relevant institutions, organizing and storing paperwork, documents and computer-based information ,follow-up of the current legislation, drawing-up of monthly activity reports, liaising with clients and suppliers as well as other related activities.
Name and address of employer	Lord Expert Consult, 23 rd Caragea Voda Street, Bucharest
Dates	June 2008 – November 2013
Occupation or position held	Assistant Manager
Main activities and responsibilities	The company's activity was in Auto-Moto industry. Being the assistant of the Austrian Manager responsible for the Romanian branch located in Deta (Timisoara), in first place I had to ensure his communication with local management, secondly my other responsibilities were: interpreting in teleconference meetings between Austrian and Romanian management (held twice a week). Drawing minutes of meetings, follow-up of the tasks, reporting their accomplishment, in case of delay, notify my superior, assist the manager during his daily agenda, report of the daily production obtained from the company's special data software, acting on the manager's behalf in his absence, organizing and storing paperwork, documents and computer-based information, arranging travel and accommodation (in case needed accompany the manager) and other related activities
Name and address of employer	Eybl Automotive, Aleea Austriei Timisoara

Dates	June 2007 – June 2008																																										
Occupation or position held	Assistant Manager																																										
Main activities and responsibilities	The Slovakian company's main activity was financial consultancy. I contributed to the establishment and development of the company on the Romanian market. At its beginning I was in charge to obtain all relevant approvals and authorization, being involved in the decision-making process, As the manager assigned for Romania didn't spoke Romanian I accompanied him at all negotiations and meetings with the Authorized Pension Funds in Romania, standing in for the manager, delegating work to others in his absence, organizing and making appointments, drawing-up of documents, briefing papers, reports and presentations, organizing and attending meetings ensuring the manager is well-prepared, having all necessary documents for that respective meeting/negotiation, translation of all company's contracts, manuals and working material for its agents /interpretation at motivational seminars, debates, or events organized within the company (the company's number of agents grew within 6 months from 1000 to 15.000 licensed agents involved in the Romanian Pension Reform closing more than 250.000 adhesions forms to a Private Pension Fund.																																										
Name and address of employer	Salve Group London – headquarter Bratislava, Plynarenska																																										
Education and training																																											
Dates	2008 -2009/ non-finalized studies																																										
Title of qualification awarded																																											
Principal subjects/occupational skills covered	European Masters in Conference Interpreting (German-English)																																										
Name and type of organization providing education and training	University of Bucharest																																										
Dates	2003-2007																																										
Title of qualification awarded	Bachelor Degree																																										
Principal subjects/occupational skills covered	Philology German –English																																										
Name and type of organisation providing education and training	University of Oradea																																										
Mother tongue(s)	Slovak, Romanian																																										
Other language(s)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">Understanding</th> <th colspan="2">Speaking</th> <th>Writing</th> </tr> <tr> <th colspan="2">Listening</th> <th>Reading</th> <th>Spoken interaction</th> <th>Spoken production</th> <th></th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> </tr> <tr> <td>German</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> </tr> <tr> <td>Czech</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> </tr> <tr> <td>Romanian</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> <td>Advanced</td> </tr> <tr> <td>Greek</td> <td>Advanced</td> <td>Medium</td> <td>Advanced</td> <td>Advanced</td> <td>Medium</td> </tr> </tbody> </table>	Understanding			Speaking		Writing	Listening		Reading	Spoken interaction	Spoken production		English	Advanced	Advanced	Advanced	Advanced	Advanced	German	Advanced	Advanced	Advanced	Advanced	Advanced	Czech	Advanced	Advanced	Advanced	Advanced	Advanced	Romanian	Advanced	Advanced	Advanced	Advanced	Advanced	Greek	Advanced	Medium	Advanced	Advanced	Medium
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Czech	Advanced	Advanced	Advanced	Advanced	Advanced																																						
Romanian	Advanced	Advanced	Advanced	Advanced	Advanced																																						
Greek	Advanced	Medium	Advanced	Advanced	Medium																																						
Self-assessment																																											
Social skills and competences	Team work Mediating skills Intercultural skills																																										
Organizational skills and competences	Whilst working for Salve I have organized all its seminars and events (minimum participants 300 persons)																																										

Computer skills and competences	Internet Microsoft Excel Word Power Point Outlook Trados
Other skills and competences	Organizing skills, Experience with technical translations and translation from the military field, Simultaneous and consecutive interpretation skills, Authorized translator by the Ministry of Justice from Romania for following languages: Slovak, English and German, Team player, Organizational skills, Leadership, Oriented toward success
Personal interest	Literature, Arts, Diving, Travelling, and exploring new cultures