



Alina Nastase

Personal information

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- Nationality: Romanian
- Birthdate: 16.08.1983
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Education

- 2007- 2011: Degree in Tourism Economy (Economics and Business Sciences University of Valencia and UNED, Valencia, Spain).
- 2004- 2006: Associate Degree in Tourism: Communication and distribution of tourist products.
- Work Related Accounting Course: 2011 June and 2010 June- November.

Working language pairs

- Romanian – mother tongue
- Spanish – excellent

Other languages

- English – good
- French – good
- Valencia/Catalan – poor



General working experience:

- 2010-present – Marketing assistant and Administrative assistant in Signo Gráfico, S.L. (Tasks: Billing Dept., translation of documents, draft of letters and documents in different languages, market research and identification of new potential customers, prepare estimations, presentation of the product line offered by our company, phone interpretation services)
- 2009 – Administrative assistant and translator in Business is Born, S.L.: (management, administration y translation).
- 2007-2009 – Flight Attendant in Air Nostrum Airline (ensure the safety and comfort of passengers aboard).

Software used:

- Microsoft Office, Microsoft Excel, Microsoft Word, PowerPoint;

Translations: Romanian and Spanish

- technical sheets and descriptors
- user manuals and technical characteristics

IMMIGRATION:

- Informative booklets for Romanian immigrants in Spain, questionnaires, statistic survey: aspects of the immigrants' life.

INTERNATIONAL COMMUNICATION:

- business official letters, annual reports, company presentations

FINANCE AND ECONOMY:

- finance and economy (financial statements, balance sheets)

MEDICINE:

- medical field, medical instruments
- case histories, diagnoses
- healthcare and infarction prevention
- medical surveys



TOURISM AND TRAVEL:

- hotel website updating and translation, integral translation of website into Spanish and Romanian
- presentation of tourist sites and destinations

CERTIFICATES, DIPLOMAS, LICENCES, CVs:

- Birth, marriage, death certificates, resume, CVs, personal presentations

COSMETICS:

- products description and catalogue of fish collagen based cosmetic line (hair, body and face care)

GAMES, VIDEOGAMES:

- translations in the field of online games

MARKETING FIELD and ADVERTISING:

- promotional catalogues

