





## PERSONAL INFORMATION

## Lidia Ionescu



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## WORK EXPERIENCE

2004–Present

## Freelance translator for English, French, Italian &amp; Romanian

Occupation or position held: Freelance translator & interpreter for English, French & Italian into Romanian & vice versa

Main activities and responsibilities:

School certificates, Degrees and Diplomas, Criminal records, Orders and Decrees, Powers of attorney, Residence certificates (sworn translations). 80,000+words

Catalogues, brochures & leaflets for industrial tools and machines. 150,000+words

Sworn translations & interpreting for Criminal Court, Court of Appeal Timisoara.

Application guides for the European Railway Agency 50,000+words

System descriptions, catalogues, user manuals for Siemens Romania 10,000+words

Service manuals and instructions for Fahrzeug und Maschinenbau AG 30,000+words

Annual Reports, construction projects, engineering services in Transport, Water, Building, Energy and Industry for Eptisa Engineering Services 30,000+words

Financial documents, technical user manuals, safety equipments, mechanic tools, contracts, offers & brochures for ContiTech Romania and ContiTech Antriebssysteme GmbH, division of Continental GmbH. 600,000+words

Construction user manuals, contracts & tender applications for Alpine Energie Austria & TechnoAlpin Snow Experts Italy 500,000+words

Brochures, contracts & different promotional campaigns for Procter & Gamble Distribution Romania

Architectural documents, brochures, user manuals, contracts for SDL.com (Poland & Romania). 200,000+words

Different terms, definitions and terminology for Term Wiki & Wikipedia. 200,000+words

Financial reports for PriceWaterHouseCoopers GmbH 150,000+words

Medical reports for Pfizer Romania & Pfizer Ireland 200,000+words

Medical and cosmetic dentistry reports, dental implants, the development of dentistry in Europe for different dental clinics from Romania and abroad (Argos Translations Poland) and for some universities. 300,000+words

Confidential letters and statistics for IREA ROMANIA (TIMISOARA) 50,000+words

Automotive user manuals for Renault Dacia

Tenders, technical specifications, operational procedures and internal regulations for AGRO ARDEAL Bistrita, Romania

Name and address of employer:

Lidia-Anca Ionescu - Freelance Translator and Interpreter for English, French, Italian and Romanian  
25, Oglinzilor street, 300710, Timisoara, Romania

Type of business or sector:

Freelance Translator and Interpreter for English, French, Italian and Romanian

2016–Present

## Procurement Coordinator

## HERAEUS ROMANIA

Develops and implements sourcing strategies and related activities within a defined spend area to meet the needs of all the internal departments  
Coordination of activities for assigned categories or projects including demand management & continuous improvement  
Ensures that all HROM business purchasing needs are appropriately sourced and procured timely and in compliance with the best purchasing practices and policies through strong global collaboration within the respective Global Procurement matrix organization  
Makes sure that the compliance with the Purchasing policy and company guidelines are respected  
Ensures the full implementation of the Sourcing Process  
Continuously works on analysis, understanding of the evolution of the market, suppliers and goods & services and uses the results for the sourcing process  
Performs strategic cost saving negotiations for the existing suppliers (metals & chemical)  
Interface for all audits (certification, corporate, customer audits)  
Supplier development, audits and supply market analysis  
Tracks and reports key functional metrics to reduce expenses and improve effectiveness  
Eliminates maverick spends

2009–2014 **Purchasing Officer**

CONTITECH ROMANIA, Timisoara (Romania)

Occupation or position held: Purchasing Officer

Main activities and responsibilities:

Stands in for Purchasing including booking of Non-Productive materials and different projects, especially cost saving projects

Managing the SAP related documents and invoices

Closing and renegotiating contracts with already assigned or new suppliers

Ensures competent quality execution of all regular purchasing duties and administrative works

Developing and implementing purchasing and contract management instructions, policies, and procedures

Meets with vendors to negotiate improved pricing, product quality, and delivery

Maintains complete updated purchasing records / data and pricing in the system

Prepares reports and summarize data including sales report and book value

Coordinates with user departments and suppliers in the purchasing scope of work for projects assigned

Support relevant departments with quotations for the purpose of tenders

Coordinates with suppliers to ensure on-time delivery

Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures

Sources, selects and negotiates for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers and sub-contractors assigned

Purchases and issue orders in accordance to specification

Sources for new parts, suppliers or sub-contractors when the need arises

Keeping control of quantities per consumer for cost saving and accurate forecasting

Name and address of employer:

ContiTech Romania, Power Transmission Group, Timisoara, Romania

2, Otto Rudolf street, 300522, Timisoara, Romania

Type of business or sector:

ContiTech Power Transmission Systems, part of the Continental Group, makes automotive drive belts at its plant in Timisoara, Romania, being a development partner and manufacturer of everything from power transmission belts and matched components right up to complete belt drive systems. The products and systems deliver proven performance in the automotive industry and many other

industries, through their quality and innovation.

**2008–2009 Project Manager**

Lingo24, Timisoara (Romania)

Occupation or position held: Project Manager

Main activities and responsibilities

Management of assigned projects

Plan & schedule technical localization projects

Continuous exchange of information with other departments: Sales, Business Development, Client Liaison and Linguistic Management through verbal and written communication

Experience in managing complex projects with special requirements related to volume, deadlines and project value

Working with the project team to quantify and secure resources to ensure projects are delivered to cost, time and quality targets and to ensure problems are identified early and solved in a timely fashion

Acquire and develop negotiation skills in relation to suppliers

Compile and present project performance data at internal at internal monthly review

Name and address of employer:

LINGO 24

26 , Cezar Boliac street, 300316, Timisoara, Romania

Type of business or sector:

Professional language translation services with expert translators in French, German, Chinese, Japanese and other major languages. With operations spanning every time zone, Lingo24 delivers confidence - in anyone's language - 24 hours a day. The translation service is used by international companies, government bodies and other translation agencies. Lingo24 headquarters are located in Aberdeen, where it has an administrative base. The company has London and Edinburgh offices as well as operations in France, Germany, New Zealand, China, Panama and Romania.

**2007–2008 Logistics Specialist**

JOMO THERMOMOLDING

Occupation or position held: Logistics Specialist

Main activities and responsibilities

Schedule deliveries so as to minimize transportation costs while ensuring availability and customer satisfaction

Coordinating abroad transports and deliveries

Define and update the routes for delivery to each customer assigned

Analyzing and planning orders

Establishing delivery terms

Supervise the adequate control of inventories

Perform other duties and assignments as required

Name and address of employer:

JOMO THERMOMOLDING

22, Sulina street, 300516, Timisoara, Romania

Type of business or sector:

Production of insoles, which includes cutting, folding, thermo moulding, screen printing and stitching materials, used in manufacturing JOMO products

**2006–2007 Office Manager\_Logistics Coordinator**

JOMO THERMOMOLDING

Occupation or position held: Office Manager / Logistics Coordinator

Main activities and responsibilities:

Providing full administrative support, scheduling, research

Maintaining the relations with the clients (Italy, Slovakia, Turkey, Poland, Hungary, Portugal, Holland, France), as well as with the colleagues from Germany and Brazil

Providing regular and timely reports and infos both to the clients and the management

Coordinating the abroad transports and deliveries

Prepare shipment documents, track and trace shipments, customer and carrier follow-up

Name and address of employer:

JOMO THERMOMOLDING

22, Sulina street, 300516, Timisoara, Romania

Type of business or sector:

Production of insoles, which includes cutting, folding, thermo moulding, screen printing and stitching materials, used in manufacturing JOMO products

## 2007 President of the Business English Examination Commission

Occupation or position held: President of the Business English Examination Commission

Main activities and responsibilities:

Examining the followers of the Business English course

Implementing training courses for customers

Name and address of employer:

Babel Language Center, Exam Plus, International House, 2F Centro Formative

Timisoara, Romania

Type of business or sector:

Language courses

## 2014–2016 SENIOR BUYER PROCUREMENT

HERAEUS ROMANIA

Ensures that internal needs are met through catalogue or non-catalogue process

Ensures the compliance of Purchasing best practice and related procedures

Is in charge of the purchase for non-strategic items and leads negotiations for the non-productive materials & services

Supports data maintenance and local tracking

Verifies the purchase requisitions and selects supplier to fill requisitions in accordance with defined strategy and agreements (non-catalogue items)

Identifies sources of local supply

Advise internal departments users on modifications from original request (if alternative, more cost efficient, or otherwise beneficial alternatives exist)

Reviewing prices and product specifications from various suppliers to determine which would provide the best deal & negotiating accordingly

Creating and maintaining purchasing files and price lists, as well as determining if there is enough inventory on hand

Maintains CAPEX & OPEX

Works with internal HROM departments and suppliers in order to resolve claims related to invoices, damaged goods / returned goods, delivery performance and quality of delivered services and products

Clarification of orders, issue resolution, claim management and compliance

Tracks deliveries and make sure that HROM receives exactly what was ordered from suppliers

Answers suppliers and customer inquiries through Customer Care department or Sale about order

changes or cancellations and check requisition orders for accuracy  
Works closely with all HROM departments  
Builds local relationship with suppliers  
Plays a key service role to all HROM internal departments  
Ensures compliance with guidelines & Procurement Strategy

## EDUCATION AND TRAINING

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2007–2009

### Master Business Administration (MBA)

Polytechnics University, Faculty of Management in Production and Transportation

Title of qualification awarded: Master Business Administration (MBA)

Principal subjects / occupational skills covered

Business Administration

Name and type of organisation providing education and training

Polytechnics University, Faculty of Management in Production and Transportation

Timisoara, Romania

Level in national or international classification

Master degree

2007

### Human Resources Inspector Certificate

Ministry of Education and Research, Youth and Sports and Ministry of Labour, Family and Social Protection

Title of qualification awarded

Human Resources Inspector Certificate

Principal subjects / occupational skills covered

Human Resources Inspector

Name and type of organisation providing education and training

Ministry of Education and Research, Youth and Sports and Ministry of Labour, Family and Social Protection, Human Resources

1, Victoriei Plaza, Bucharest, Romania

Level in national or international classification

Human Resources Inspector

2006

### Certified as interpreter and translator for English

Ministry of Justice

Title of qualification awarded

Certified as interpreter and translator for English

Principal subjects / occupational skills covered

Interpreter and Translator for English

Name and type of organisation providing education and training

Ministry of Justice

17, Apolodor street, Bucharest, Romania

Level in national or international classification

Certified as interpreter and translator for English

2000–2004

### BA in Philology, Specialized in Linguistics

West University of Timisoara

Title of qualification awarded  
 BA in Philology, Specialized in Linguistics  
 Principal subjects / occupational skills covered  
 Philology, Linguistics  
 Name and type of organisation providing education and training  
 West University of Timisoara, Romanian-English Section  
 4, Pârvan, 300223, Timisoara, Romania  
 Level in national or international classification  
 BA in Philology

2006 **Fidelio Front Office Certification**

Title of qualification awarded  
 Fidelio Front Office Certification  
**Fidelio MICROS Systems, Inc.** (NASDAQ: MCRS)  
 Principal subjects / occupational skills covered  
 Front Office Desk Manager  
 Name and type of organisation providing education and training  
 American Hotel Academy  
 University Center Brasov, Romania  
 Level in national or international classification  
 Certificate in Front Office Desk Management

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	C2	C2	C2	C2	C2
Italian	C2	C2	C2	C2	C2
German	A2	B1	A2	B1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

Communication skills

- excellent communications skills
- teamwork, planning, results oriented
- professional phone etiquette
- attention to detail, accuracy, and customer focused approach
- ability to work to tight, multiple deadlines with short lead times

Organisational / managerial skills

- leadership (was responsible for a team of 10 people), risk management
- excellent time management and organizational skills
- decision making and problem solving skills
- previous experience in logistics
- previous experience in project and team management

Job-related skills    Excellent knowledge of SAP & CEOS

Digital competence

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

Digital competences - Self-assessment grid

- good command of Microsoft Office tools (Word, Excel and Power Point)
- excellent knowledge of Windows XP, Internet Explorer
- Trados and SDLX expertise
- DTP-Desktop Publishing

Driving licence    B

ADDITIONAL INFORMATION

- 2015    Leadership & Conflict Management Certification by CONTUR GmbH Frankfurt
- 2015    Expert Buyers - Buy Smarter Training by BEST CONSULTING Oradea, Romania