



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **MARIANA - MADALINA TOL**
Address 32, NARCISELOR, LUMINA (Romania)
Mobile 0040762667807
Nationality Romanian
Date of birth 23/12/1982
Gender Female

Work experience

Dates 01/08/2010 →
Occupation or position held Travel agency branch manager
Main activities and responsibilities - coordination of the activities of the travel agency, with subordinate sales team;
- making decisions regarding the best marketing strategies for the promotion of the agency;
- planning and following the sales campaigns;
- collaboration with the IT department in order to implement and update the best solutions for online sale.
Name and address of employer SC Est Concept SRL
21, 1 Decembrie 1918 Bld., 1st floor, room 6, 900162 Constanta (Romania)
Type of business or sector Tourism
Dates 01/02/2009 →
Occupation or position held Translator/ interpreter (part - time job, 1 hour per day)
Main activities and responsibilities - authorized translations (French - Romanian/ Romanian - French and Spanish - Romanian/
Romanian - Spanish), in collaboration with translation agencies, sending the translations within the
established time-frames.
I have an experience of more than 2,000 translated pages (using the language combinations listed
above); 1 page = 2000 characters with spaces.
My translations cover various fields (law, commerce, education, arts, tourism, etc.).
Of the over 2,000 pages translated, about 400 are translations from Romanian into English; I
translated the websites www.cazari.ro and www.plaja.ro sites (details at: <http://www.plaja.ro/en> and
<http://www.cazari.ro/en>).
Name and address of employer SC Boma - Paradis SRL
No. 32, Narciselor str., 907175 Lumina (Romania)
Type of business or sector Translations/ interpreting
Dates 07/09/2005 - 31/07/2010
Occupation or position held Travel consultant (reservation agent)
Main activities and responsibilities Reservations in Romania, Spain, Italy and Bulgaria, elaboration and commercialization of the external
tourism offers (Spain and Italy) for the Romanian market - details at: <http://www.plaja.ro>
Name and address of employer SC Est Concept SRL
21, 1 Decembrie 1918 Bld., 1st floor, room 6, 900162 Constanta (Romania)
Type of business or sector Tourism
Dates 01/10/2008 - 30/06/2009

Occupation or position held	Substitute teaching assistant at the Department of Romance languages (Spanish) at the "Ovidius" University (Constanta, Romania) (part - time job: 9 hours/ week)
Main activities and responsibilities	Teaching Spanish (advanced level); continuous evaluation of the students
Name and address of employer	"Ovidius" public University 1, University Alley, Constanta (Romania)
Type of business or sector	Education/ teaching
Dates	01/09/2005 - 15/06/2006
Occupation or position held	French teacher (part - time job: 4 hours/ week)
Main activities and responsibilities	Teaching French to high school students; continuous evaluation of the students
Name and address of employer	"Omnia" Private High School Unirii Street, Constanta (Romania)
Type of business or sector	Education/ teaching
Education and training	
Dates	01/10/2005 - 28/02/2007
Title of qualification awarded	Master's Degree
Principal subjects / occupational skills covered	French didactics master's program (French as foreign language and plurilingualism in the European space)
Name and type of organisation providing education and training	Faculty of Letters, "Ovidius" public University (Public university) no. 1, Universitatii Alley, Constanta (Romania)
Dates	01/10/2001 - 26/06/2005
Title of qualification awarded	Bachelor's Degree
Principal subjects / occupational skills covered	French and Spanish Philology
Name and type of organisation providing education and training	Faculty of Letters, "Ovidius" Public University (Public university) No. 1, Universitatii Alley, Constanta (Romania)
Dates	09/02/2004 - 09/07/2004
Title of qualification awarded	Erasmus
Principal subjects / occupational skills covered	Spanish Philology
Name and type of organisation providing education and training	University of Lleida (Public university) No. 1, Placa de Victor Siruana, 25003 LLeida, Catalonia (Spain)
Level in national or international classification	Erasmus exchange program
Dates	22/10/2007 - 04/04/2008
Title of qualification awarded	Tourism manager diploma
Principal subjects / occupational skills covered	Tourism (improvement training)
Name and type of organisation providing education and training	Tourism, Hotel & Restaurant – Cosulting Group (Professional training program) No. 286, Mamaia Bld., 900552 Constanta (Romania)
Level in national or international classification	Specialized training
Dates	01/10/2001 - 23/06/2005
Title of qualification awarded	Psychological and pedagogical module (252 hours)
Principal subjects / occupational skills covered	Education/ teaching
Name and type of organisation	Teachers Training Department, "Ovidius" public University (Public university)

providing education and training
 Level in national or international classification

No. 1, Universitatii Alley, Constanta (Romania)
 Specialized training

Personal skills and competences

Mother tongue(s)

Romanian

Other language(s)

Self-assessment
 European level (*)

French
Spanish / Castilian
English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- good interpersonal skills;
- ability to work in a team environment;
- sociable;
- open minded;
- outgoing personality;
- stress - resistant;
- hardworking.

Organisational skills and competences

- good organizational skills;
- leader personality.

Computer skills and competences

- excellent Microsoft Office skills (Word, Excel, PowerPoint, Outlook).

Other skills and competences

Accounting knowledge (entry - reception notes, billing, purchases - sales books, storage files, etc.).

Driving licence(s)

B

Additional information

- I. DELE diploma (Spanish as a Foreign Language) (Intermediate) - May 2006 session, Cervantes Institute, Bucharest, Romania
- II. Translator/ interpreter authorization for French and Spanish (authorization number 14 272 / 29.09.2006 - Ministry of Justice, Bucharest, Romania).
- III. Tourism Brevet - it certifies my ability to act as director of a tour operator travel agency (23.06.2008 - Ministry of Tourism, Bucharest, Romania).