

# Andreea Enikö Dumitru

## TRANSLATOR (GERMAN – ENGLISH – ROMANIAN)

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### PERSONAL DETAILS

Andreea Dumitru  
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010779 Bucharest, Romania  
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Email: [andredumitru@yahoo.co.uk](mailto:andredumitru@yahoo.co.uk)  
DOB: 11/20/1986  
Driving licence: Yes, since 2006

### LANGUAGES

Romanian (native)  
German (native)  
English (advanced)

### EXPERTISE

#### Translations:

- ⤴ **Law** (contracts, legal documents, certificates, etc.)
- ⤴ **Business/Economics** (product specifications, tender documents, business correspondence, etc.)
- ⤴ **Marketing/Publicity** (newsletters, press releases, advertorials, slogans, etc.)
- ⤴ **Tourism** (web pages, mobile phone apps, brochures, flier, etc.)
- ⤴ **Patents**

#### Interpreting:

- ⤴ Business meetings
- ⤴ Phone conferences
- ⤴ Court hearings
- ⤴ Police hearings

### WORK EXPERIENCE

2006 – present

#### Freelance Translator

working mainly for marketing and business consultancy agencies, law firms, tax consultants and public notaries

#### Activities:

- ⤴ Researching legal and business-related phraseology to ensure the correct translation is used
- ⤴ Liaising with clients to discuss any unclear points
- ⤴ Translation of documents/letters from English or German to Romanian and vice versa
- ⤴ Translation of advertising texts, information brochures, etc. from English or German to Romanian and vice versa
- ⤴ Translation of internet pages/mobile apps/software from English or German to Romanian and vice versa
- ⤴ Translation of patents
- ⤴ Reviewing and proofreading mother-tongue text
- ⤴ Revising translations
- ⤴ Conducting face-to-face interpreting
- ⤴ Telephone interpreting
- ⤴ Retrieving articles from newspapers, magazines & the internet & translating them into German or English

## **EDUCATION**

2008 – 2010

### **Studies:**

Master in International Business Management, The Bucharest Academy of Economic Studies

2005 – 2008

Faculty of International Business and Economics, The Bucharest Academy of Economic Studies

2001 – 2005

High School, Department for Mathematics and Informatics, German as the language of instruction, Colegiul National Banatean, Timisoara, Romania

March 2007 – July 2007

### **International experience**

Erasmus scholarship, International Business, Vienna University of Economics and Business

2009

### **Courses, certificates & awards**

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## **ABILITIES**

### **PC Skills:**

Windows 95/XP/Vista/7, MS Office (Word, Excel, Power Point, Front Page, Access), Open Office, Dreamweaver, Outlook, Thunderbird, Internet Explorer, Mozilla Firefox, Google Chrome, Lotus 1–2–3, Adobe Reader, WinZip, WinRAR