

PERSONAL INFORMATION

Maria Elena Santa

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Sex Female | Date of birth 01/10/1987 | Nationality Romanian

PREFERRED JOB

Translator

WORK EXPERIENCE

01/03/2014–Present

Translator

TED Talks, California (United States)

- Translating and reviewing TED Talks from English into Romanian and English into German
- Creating video subtitles for deaf and hard-of-hearing viewers in using an online tool called Amara
- Covering a range of topics such as business, medicine, IT, the environment, politics, science, and more
- Requires excellent listening, writing, understanding, analysing and rephrasing skills

Business or sector Information and communication

01/01/2013–Present

Secondary education teaching professional

Self-employed, London, (United Kingdom)

- Teaching in English, German and Italian from beginner to advanced level
- Focusing on exam-style questions in order to check, practise and perfect the student's understanding
- The hours vary from 5 to 10 hours per week, teaching students aged between 13 and 60
- Requires listening skills, creativity, patience and a good sense of humour

Business or sector Education

01/08/2012–Present

Translator

Self-employed, London, (United Kingdom)

- Providing translation for a range of documentation including finance, law, advertising, literature, mechanics and social science
- Working with language pairs: Romanian to English, English to Romanian, German to Romanian, Italian to Romanian
- Translating for small business and individuals working in the private sector; providing written translation from 2000 to 5000 words per week
- Excellent knowledge of MS-Office (Word, Excel and PowerPoint)
- Gained experience of providing translation services tailored to individual clients

Business or sector Professional, scientific and technical activities

EDUCATION AND TRAINING

01/10/2013–19/06/2014

IoLET Diploma in Public Service Interpreting, Legal Option

EQF level 6

DPSI Online Helena El Masri, London (United Kingdom)

- Learn and understand the English legal system, as well as the legal system of Romania
- Practice interpreting skills with a dedicated language tutor doing role-plays, sight translations and written translations into both English and the Other Language, marked according to the National Qualifications Framework Level 6
- Research and build own glossary

01/10/2007–01/06/2012

BA in Linguistic Mediation (German and English)

EQF level 6

Faculty of Foreign Languages and Literatures of Turin (2.1), University of Turin, Turin (Italy)

- Dissertation entitled “*Description and Application of the English and Romanian Modal Verbs*”
- Modules included: written translation and interpretation of texts related to business, economics, law, anthropology, and literature; foreign languages (English, German, Italian); law; economics; laboratory of simultaneous translation, written translation, and sight translation; linguistics; IT, anthropology.

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
CAE Cambridge Certificate in Advanced English					
Italian	B2	B2	B2	B2	B2
German	B2	B2	B2	B2	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu)

Communication skills

- Excellent communication skills gained through my experience as shop supervisor for an Oxfam shop
- Excellent interpersonal and listening skills gained through my experience as personal language tutor

Organisational / managerial skills

- Excellent organizational skills gained as personal assistant for Amnick Social Enterprise
- Showed effective time management, the ability of multi-tasking and workload prioritisation gained as personal assistant for Amnick Social Enterprise
- Excellent self-management - responsible, reliable and trustworthy gained as sales assistant in Turin, Italy
- Worked under pressure in a calm and professional manner gained as sales assistant in Turin, Italy

Job-related skills

- Excellent knowledge of English language both writing and speaking gained as freelance translator and as personal language tutor
- Excellent knowledge and understanding of the English legal system gained while attending the Diploma in Public Service Interpreting course
- Gained experience of providing translation services tailored to individual clients as freelance translator
- Excellent knowledge of MS-Office (Word, Excel and PowerPoint) gained as freelance translator and as personal assistant for Amnick Social Enterprise

- Developed further knowledge of Italian and German as personal language tutor and as intern of the European Youth Theatre Festival in Turin, Italy

Computer skills

- Excellent command of Word, Excel, PowerPoint and Open Office gained as translator and as personal assistant for Amnick Social Enterprise
- Excellent command of the CAT tool Wordpast Pro gained as translator
- Excellent command of the Subtitle Workshop 4 gained as translator