



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) Silvana Prodan

Address(es) 38 Calea Poplacii street, Sibiu, 550141, Romania

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E-mail silvanaprodan@gmail.com

Nationality Romanian

Date of birth 13.09.1989

Gender Female



Work experience

Dates October 2011- now

Occupation or position held Transcription and Translating

Main activities and responsibilities Transcribing interviews with addicts, ex-addicts and therapists from Scotland, translating articles and the website of Castle Craig

Name and address of employer Rupert Wolfe Murray, direct collaboration

Type of business or sector PR

Dates 04.01.2009- 30.04.2011

Occupation or position held Receptionist and Front Office Manager

Main activities and responsibilities Bookings, Public Relations, Contracts with agencies, Accounting, Administration, Translation of the hotel websites

Name and address of employer Ales Lone-Star Investments LTD, Niederlassung Österreich, Mallnitz 59, A-9822, Mallnitz

Type of business or sector Tourism

Education and training

Dates October 2011- July 2013

Title of qualification awarded

Principal subjects/occupational skills covered Intercultural Communication in the Economic Field- German

Name and type of organisation providing education and training Universitatea „Lucian Blaga”, Sibiu, Facultatea de Litere si Arte

Level in national or international classification Master degree

Dates October 2010- July 2013

Title of qualification awarded

Principal subjects/occupational skills covered Applied Modern Languages- German and English

Name and type of organisation providing education and training Universitatea „Lucian Blaga”, Sibiu, Facultatea de Litere si Arte

Level in national or international classification Bachelor degree

Dates | October 2008- July 2011
 Title of qualification awarded | Economist
 Principal subjects/occupational skills covered | Economy, International Affairs- German field
 Name and type of organisation providing education and training | Facultatea de Științe Economice și Gestiunea Afacerilor Cluj
 Level in national or international classification | Bachelor degree

Dates | October 2005- July 2008
 Title of qualification awarded | „Bacalaureat” Diploma – high school graduation
 Principal subjects/occupational skills covered | Science
 Name and type of organisation providing education and training | Colegiul Național „Samuel von Brukenthal“, Sibiu

Other language(s)

Self-assessment

European level (*)

English

German

French

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English	C 2	C 2	C 2	C 2	C 2
German	C 2	C 2	C 2	C 2	C 2
French	B 2	B 2	B 2	B 2	B 2

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences | Communicative, team player, friendly, ability to listen;
 Organisational skills and competences | Decision making, organizing and planning, critical thinking;
 Technical skills and competences | Accounting system, intranet, booking systems;
 Computer skills and competences | Microsoft Office, Internet
 Artistic skills and competences | writing fiction, poetry, drawing, dancing,
 Other skills and competences | Learning languages
 Driving licence | Yes.
 Additional information | Contact person Austria: General manager Andreas Fuchs: 0043 650 804 00 13
 Certificates

Cambridge Certificate
 Das Deutsche Sprachdiplom
 DELF B 2 (French)
 Job references
 Volunteering in Europe Certificate
 Volunteer Certificate 2007