

# [ SIMONA MICUTARI ]

CERTIFIED TRANSLATOR

## CONTACT

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- ✓ ProZ profile: [ <https://www.proz.com/profile/1632553> ]
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- ✓ Mobile: [ +46 0769 55 44 13 ]
- ✓ Skype: [ simonamicutari ]

## LANGUAGES

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- ✓ **Native:** Romanian;
- ✓ **Proficient and certified by the Romanian Ministry of Justice:** English, French, German, Spanish;

## AREAS OF SPECIALISATION

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- ✓ Advertising and Marketing;
- ✓ Business, Economics, Finance, Banking;
- ✓ Cosmetics/Beauty, Fashion;
- ✓ Humanities (History, Linguistics, Literature);
- ✓ Travel and Tourism.

## RECENT ASSIGNMENTS

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### **German to English**

- ✓ Annual financial statements, financial analyses;
- ✓ Application documents for citizenship;
- ✓ Birth certificates;
- ✓ Lease agreements;
- ✓ Life insurance policies;
- ✓ Product descriptions (for a lighting company);
- ✓ Product descriptions (for a food production company)

### **French to English**

- ✓ Business presentations and correspondence;
- ✓ Company registration documents;
- ✓ Court documents;
- ✓ Financial statements;
- ✓ Product descriptions (for a beauty company)

## EDUCATION

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- 2012 – 2014    University of Stockholm    Sweden  
✓ **Master's Degree in Language Sciences with a Specialisation in English Linguistics**
- 2008 – 2011    “Ștefan cel Mare” University    Romania  
✓ **Bachelor's Degree in Finance and Banking**
- 2009 – 2010    Letterkenny Institute of Technology    Ireland  
✓ **Business 2nd Year (Erasmus/Socrates Programme)**
- 2008 – 2011    “Ștefan cel Mare” University    Romania  
✓ **Bachelor's Degree in English and German Language and Literature**
- 2008 – 2011    “Ștefan cel Mare” University    Romania  
✓ **Bachelor's Degree in Romanian and French Language and Literature**
- 2008 – 2011    “Ștefan cel Mare” University    Romania  
✓ **Bachelor's Degree in Romanian and Spanish Language and Literature**

## LANGUAGE CERTIFICATES

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- Cambridge Certificate of Proficiency in English (Grade A)
- Diploma de Español como Lengua Extranjera (Nivel Superior)
- Diplôme Approfondi de Langue Française C1

## COMPUTER SKILLS

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- **CAT tools: MemoQ, Transit, Trados;**
- Excellent command of Microsoft Office tools (Word, Excel, Powerpoint);
- Advanced user of Adobe software (Acrobat Reader, Photoshop, Illustrator, InDesign, Dreamweaver);
- Basic knowledge of HTML, C++.

## PERSONAL SKILLS

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- Deadline-conscious and reliable;
- Perfectionistic and attentive to detail;
- Good time management skills, works well under pressure;
- All information is treated **confidentially**.