

CURRICULUM VITAE

PERSONAL INFORMATION



First name(s) / Surname(s)	DIANA Ionela POPA
Nationality	Romanian
Address	Str. Braşovului, nr.17, bl 2, ap.11, Râşnov, Braşov County, Romania
Birth Place	Iaşi, Romania
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WORK EXPERIENCE	
Dates	SEPTEMBER 2009 TO PRESENT
Occupation or position held	I. <u>Freelance CERTIFIED TRANSLATOR (English, French) & INTERPRETER</u> II. <u>CORPORATE ENGLISH TRAINER</u>
Main activities and responsibilities	<u>FREELANCE TRANSLATOR (ENGLISH, FRENCH - ROMANIAN)</u> <u>SERVICES:</u> Translation, Subtitling, MT Post-Editing, Transcription, Transcreation, Review, Revision, Proofreading, LQA, Interpretation <u>AREAS OF EXPERTISE:</u> <ul style="list-style-type: none"> - IT, MARKETING, CRYPTOCURRENCY, COMPUTERS, ADVERTISING, GAMING, SOCIAL MEDIA: translation, proofreading and <u>transcreation</u> for end clients like Meta (Facebook), Google, PICO, OKX, TikTok, BMW, Microsoft, AirHelp, Apple, Amazon, Team Viewer (software and selling), software for Konica Minolta, Vodafone, Orange, Intesa Sanpolo Bank, Enel, Law Creative, Somfy, Avon, etc. - BLOCKCHAIN, CRYPTO, FINTECH: for end clients like Revolut, Google, Microsoft, OKX, Facebook/Meta - SUBTITLING in CaptionHub - TECHNICAL: for end clients like John Deere, Schneider, Iveco, Bosch, Somfy, Endress+Hauser, Renault, Volvo, Dormet Pramer, Sandvik Coromant, Husqvarna, etc - LUXURY FASHION & COSMETICS: <u>transcreation</u> for end clients like Louis Vuitton, Sephora, doTERRA, Avon, etc. - MEDICAL: devices for medical investigation, pharmaceutical: end clients like Karl-Storz, Leica, Rotunda Hospital etc. - EU documentation, Law - Food, Cookery: for end clients like Bosch - TV guides/listings: for end client like TV5 <u>CAT TOOLS:</u> - Phrase (Memsources), fbCat, Polyglot, SmartCat, Transperfect, Matecat, Transit NXT, MemoQ, XTM, Translator Workspace XLIFF Editor, Microsoft Leaf, Wordbee, SDL Trados 2011, Across, Tstream Editor, Crowdin, etc. <ul style="list-style-type: none"> - CaptionHub (subtitling) - ApSIC Xbench (LQA)
Name and address of employer	My own Business - Popa Ovidiu Întreprindere Familială (Family Business - me and my husband)
Type of business or sector	TRANSLATION SERVICES
Dates	OCTOBER 2000 - JULY 2009
Occupation or position held	<u>Translator (English, French)</u>

Main activities and responsibilities	Translator & Proofreader (English, French)
Areas of expertise	Marketing, Computers (software and Hardware), Technical, Literature, Law, Medical, Social Media, Environment, Food, Cookery, General
Name and address of employer	Non-Governmental Organization, Bucharest, Romania
Type of business or sector	Translation Services - working as a volunteer
Dates	SEPTEMBER 2009 - JANUARY 2011 & NOVEMBER 2012 - MAY 2013

Occupation or position held	<u>English and French Teacher</u>
Main activities and responsibilities	Teaching
Name and address of employer	Ruginoasa School, Iași, Romania; Bran High School, Brașov, Romania
Type of business or sector	Education

EDUCATION & TRAINING	
Dates	1995–1999
Title of qualification awarded	<u>BACHELOR'S DEGREE</u>
Principal subjects/occupational skills covered	FACULTY OF LETTERS: French Language and Literature & English Language and Literature
Name and type of organisation providing education and training	"Al. I. Cuza" University, FACULTY OF LETTERS, Department of <u>French and English Languages & Literatures</u> , Iași, Romania.
Dates	2009–2011
Title of qualification awarded	<u>MASTER'S DEGREE</u>
Principal subjects/occupational skills covered	Comparative and Universal Literature
Name and type of organisation providing education and training	"Al. I. Cuza" University, FACULTY OF LETTERS, Department of <u>Comparative and Universal Literature</u> , Iași, Romania.

PROFESSIONAL TRAINING	
Dates	<p>2023: Personal data protection and ISO 27001 Security Training</p> <p>2023: Annual Required Training (Meta) - Annual Security Training for Contingent Workers, Annual Privacy Training for Contingent Workers, Annual Business Conduct Training for Contingent Workers</p> <p>2022: Personal data protection and ISO 27001 Security Training</p> <p>2022: Annual Mandatory Training (Meta) - Security for Contingent Workers, Privacy for Contingent Workers, Business Conduct for Contingent Workers</p> <p>2021: New Hire Security Training; Facebook New Hire Privacy Training; Code of Conduct at Facebook</p> <p>2021: ISO Security Training; Phishing Awareness</p> <p>2020: <u>Machine Translation and post-edition</u></p> <p>2020: Introduction in Polyglot</p> <p>2017: Interior Design, by Martine Claessens, Creative Learning, Designist.ro</p> <p>2011: <u>Vendor Training</u> (CAT Tools Troubleshooting, Quality Assurance Issues & Project Management Workflow)</p> <p>2010: <u>Introduction in Transit XV and Transit NXT</u></p> <p>2009: Certified interpreter and translator for ENGLISH & FRENCH languages, with the <u>Authorization</u> no. 26475, from 5.08.2009, issued by the Romanian Ministry of Justice</p> <p>2008: <u>Translation Techniques</u></p> <p>2003: Improved English Comprehension</p>

PERSONAL SKILLS & COMPETENCES	
Mother tongue	Romanian
Other language(s)	English (advanced), French (advanced), Italian (intermediate), German (beginner)

CAT TOOLS:	TRANSLATION: - Phrase (Memsource), fbCat, Polyglot, SmartCat, Transperfect, Matecat, Transit NXT, MemoQ, XTM, Translator Workspace XLIFF Editor, Microsoft Leaf, Wordbee, SDL Trados 2011, Across, Tstream Editor, Crowdin, etc. - ApSIC Xbench (LQA). - SUBTITLING: CaptionHub
ADDITIONAL INFORMATION Publications:	<ul style="list-style-type: none">• <i>Exerciții de dialogism în Demonii și Portretul lui Dorian Gray</i>, Alfa, Iași, 2012.• Contributions in <i>Studii eminescologice</i>, vol. 14, Clusium 2012.• Contributions in <i>Studii eminescologice</i>, vol. 15, Clusium 2013.
