



# Alina Paraschiv

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Wölckernstraße 49, 90459  
Nürnberg

**E-mail:** alina.paraschiv89@gmail.com

**Phone:** (+49) 15211602354

## WORK EXPERIENCE

### **English/Portuguese to Romanian and Romanian to Portuguese translator**

**April 2013 — Present**

Freelancer Translator

Main fields:

- Legal (contracts, copyright documents, birth certificates, diplomas)
- Financial (procedure documents and manuals)
- Cinema (subtitles, essays, synopsis)
- Theatre (technical riders, presentations, synopsis)
- Art and Culture (presentations, informative documents: history, music, dance, visual arts, architecture)

### **Edições Cotovia LDA**

**February 2015 — January 2016**

Bookseller and administrator

Main activities and responsibilities:

- public relation and customer support
- dealing with enquiries and identifying customer needs
- processing customer orders and book reservations
- dealing with mail orders, email and web-based orders
- processing book deliveries and returns
- creating in-store and window displays
- invoicing
- website administration
- participating in book launch organization
- maintaining contact with existing clients and creating new ones
- other administrative tasks

### **Romanian Cultural Institute from Lisbon**

**April 2013 — June 2013**

Curricular Internship

Main activities and responsibilities:

- Follow and participate in all the activities of the Institute in order to develop the dissertation project with the title “Fronteiras culturais no contexto da europeização” (Cultural frontiers in the Europeanization context)
- Organization and administration of the institute’s library
- Events evaluation
- Translations
- Press release, flyers, presentation texts
- Site and Facebook page administration
- Maintaining contact with the press and cultural institutions
- Booking accommodation for the artists and partners traveling to Portugal

## **Lusowimdu Unipessoal**

**June 2013 — October 2013**

Customer Service Representative

Main activities and responsibilities:

- Handling incoming user requests in English and French (via telephone and email)
- Log requested details onto case management system and provide resolution
- Monitor open queries
- Follow up with unsolved queries

## **Genpact Romania SRL**

**September 2010 — September 2012**

Accounts Payable Associate

Main activities and responsibilities:

- Handling incoming invoices: invoice processing, query resolution, issuing debit/credit notes
- Preparing monthly Debit Balance and Vendor Reconciliations for trade suppliers
- Preparing annual accruals report
- Point of contact for Suppliers: incoming e-mails and calls
- Monitoring incoming and pending work and preparing daily prioritization report
- Daily quality check for the team work
- Editing and updating Standard Operations Procedure Manual
- Process trainer
- Develop solutions in order to improve customer satisfaction level

### **QUALIFICATIONS**

Accounts Payable Specialist - obtained after taking The Accounts Payable Certification Program- IOMA & TAPN online course - September 2011-March 2012

### **EDUCATION**

#### **MA in Culture and Communication –Faculty of Letters**

**September 2012 — January 2015**

University of Lisbon

#### **BA in Foreign Languages and Literatures (Portuguese-English)**

**September 2007 — July 2010**

University of Bucharest

### **PERSONAL SKILLS**

#### **Languages:**

- Romanian – C2 (Native)
- Portuguese – C1 (Advanced)
- English – C1 (Advanced)
- French – B2 (Intermediate)

#### **Communication and organizational skills:**

- Good communication and organizational skills, gained through my experience as process trainer and administrative assistant;
- Team spirit developed during the 2 years work experience in Genpact and improved during my volunteering work in the Romanian Cultural Institute, but also capable of independent work;
- Good ability to adapt to multicultural environments, gained through my study and work experience in Portugal
- Good sense of organization and leadership gained as a bookseller and bookshop administrator

- Good experience in project management (I participated at documentation and implementation of improvement solutions for my team process in Genpact);
- Good leadership of quality control processes, as I was responsible of daily quality check of the team work in Genpact and events evaluations in Romanian Cultural Institute;
- Good analytical skills developed as an accounts payable associate.

**Computer Skills:**

- Very good knowledge of Microsoft Office (Word, Excel , Power Point, Wordfast, Outlook)
- Good knowledge of MBS, Oracle, Proflow, Zendesk, Sage, Saphety
- Basic knowledge of SAP

**REFERENCES**

References available upon request.