

DANIELA DINU

Strada Soldat Spiridon Matei Sector 3, București, Municipiul București 023087 | H: 074-698-5525 | danieladinu2011@gmail.com

Summary

Ambitious Foreign Languages graduate with a strong background in foreign languages and social media. Successful in working as part of a multicultural team to develop online marketing strategies and driving brand development. Experienced in translation and transcription due to volunteer work during the BA and Masters studies. Excited to launch career as a Translator.

Skills

- Listening and writing
- 80 wpm
- Proofreading
- Multi-tasking
- Proficient in English language
- Tech-savvy
- Microsoft Office
- Quick learner

Experience

Marketing Specialist

Jan 2017 to May 2018

Cognetik — Oradea, Romania

- Produced marketing graphics that were attractive and high-quality by applying skills in Microsoft Office, Google Docs as well as monitoring websites.
- Developed spreadsheets and useful data models to track and outline key information.
- Outlined research findings in detailed documentation to support decision making by project managers, clients and other marketing team members.
- Analyzed ratings and programming features of competitors to evaluate the effectiveness of marketing strategies.
- Monitored all social media programs, including Internet forums, blogs, social networking applications and message boards.

Education and Training

Master of American Studies, American Studies

2018

University of Bucharest — Bucharest, Romania

Coursework in Politics, Culture, Media and Business Communication.

BA of Economic Studies, Economy - Applied Modern Languages

2016

Bucharest University of Economic Studies — Bucharest, Romania

Coursework in Translations, English Grammar and Communication, French communication

Classes of Economy, Management, Marketing and Finances

All coursework in English or French language

Extra-classes of Italian and German language

Top 10% of Class with scholarship

Dissertation Thesis in IT Tools in the Translation Industry