

PERSONAL INFORMATION

valentina pavel



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JOB APPLIED FOR

Translator

WORK EXPERIENCE

2000–2004

Secondary education teaching professional

secondary school, Dambovita County (Romania)

- i taught English language for kids between 10-14 years old
- i was a member in language and communication commission
- 24 hours/week

2005–Present

call center agent

oranum, tulcea (Romania)

- online consultant
- chat, e-mail reading, online support, customer care
- public relation and online support

2010–Present

Translator

freelancer, tulcea (Romania)

- english-romanian translations in the area of engineering, maritime engineering, technical terms, manuals, welding test report, side channel for blowers, etc.
- translations of law contracts, sentences, car accidents, car insurance, parenting, laws and family legislation
- translator for ARCP -Romanian Association for Joint Custody- European legislation (parenting, couple psychology, psychology for parents and children)
- collaboration with some translation agencies such as Translation Factory, Novacrin Bucharest, VV translations, etc. (i translated economical reports, laws, balance sheets, newsletter)
- translator for ABC-zoo slovakia- a brand that sells food for pets - i translated over 400 products- descriptions,veterinary terms)
- translator for Best Fisntess srl - general medicine articles (nutrition) such as (Benefits of Alfalfa, Health benefits of vitamin E or Tocopherol,etc.)

EDUCATION AND TRAINING

1992–1995

EQF level 4

High school, tulcea (Romania)

specialisation

foreign languages

french language/english language and literature

tourism
art history

1996–1999 **college** EQF level 5

Bucharest University, BUCHAREST (Romania)

- commercial french language
- communication and public relations
- human resources management

2000–2004 **bachelor degree**

Hyperion University, BUCHAREST (Romania)

- Philology and foreign languages
- translation courses
- english language and literature -romanian language and literature
-italian language as secondary language

French linguistic certificate

Fides- School of foreign languages, Bucharest (Romania)

french language

Translator

Ministry of Justice, Bucharest (Romania)

sworn translator for english language

authorisation nb. 37519/2015

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	bachelor degree				
French	C1	C1	C1	C1	B2
	french linguistic certificate- FIDES SCHOOL OF FOREIGN LANGUAGES BUCHAREST				
Italian	B1	B1	B1	B1	B1
	SECONDARY LANGUAGE				

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills good communication skills gained through my experience as translator
excellent contact skills with children gained through my experience as english teacher
guidance and online support for customers

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Basic user	Basic user	Basic user	Basic user	Basic user

Digital competences - Self-assessment grid

STUDIO TRADOS -CAT TOOLS, internet, e mail