





## PERSONAL INFORMATION

## Petruta Grozavu



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## POSITION

## Translator

## WORK EXPERIENCE

2009–Present

## English – Romanian Translator

freelancer (full-time since March 2015)

Different clients all over the world. (SDL, Adnow LLP, Gengo, Eurostaff Solutions, OneSky, AdVerbum, WeLocalize)

**Responsibilities:** translating articles, books, apps, documents, media content, websites, IT-related content and many more for different companies or persons, from English to Romanian and vice versa. As a collaborator of the above-mentioned agencies, I have translated documents for Binance, Oracle, Samsung, Yamaha, Amazon, AirHelp, BMW, Kingfisher, Western Union, Nike etc.

12/2011–12/2014

## Forum moderator and company Manager

SC EUROSOFTE SYSTEM SRL, Baia Mare (Romania) (IT company)

**Responsibilities:** answering to the players' questions, solving their problems with the websites;

- communicating efficiently with the team and with the users;
- managing invoices;
- taking care of the office supplies;
- managing expenses;
- writing unique content for these websites, promoting them online, writing specific SEO targeted content;
- translating newsletters, advertisements, website content, IT content, letters from the users and to the users.

08/2012–Present

## Content Writer

Different clients all over the world

**Responsibilities:** Writing unique content for websites, writing specific SEO targeted content.

01/2012–12/2014

## Designer

Glasul Maramureșului, Baia Mare (Romania)

**Responsibilities:** designing the pages of the newspaper in Quark XPress.

2005–2012

## Journalist, Proofreader and Transcriber

Glasul Maramureșului, Baia Mare (Romania)

**Responsibilities:** revising articles and transcribing handwriting and audio files, translating articles, writing articles.

## EDUCATION AND TRAINING

### 2009–2011 MA in Romanian and European Contemporary Literature

North University, Baia Mare (Romania)

Literature in Romania and Europe in the 19th and 20th century

### 2006–2009 BA in Journalism

North University, Baia Mare (Romania)

Journalism - written and audio-video media, New Media, Communication

### 2002–2006 Maturity exam

"Mihai Eminescu" National College, Baia Mare (Romania)

Bilingual profile - Romanian - English

Professional certificate in English obtained here

## PERSONAL SKILLS

**Mother tongue(s)** Romanian

**Other language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Professional certificate in English					
Spanish	B1	B1	B1	B1	A2
Italian	B2	B2	B2	B2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/questdocument/11822/11822_en.pdf)

**Communication skills** - excellent communication skills gained through my experience as forum moderator and journalist;  
 - sociable, communicative, polite.

**Organisational / managerial skills** - leadership (I have been responsible for a team of over 15 people at Eurosoft System SRL)  
 - good organisational skills gained as company manager at Eurosoft System SRL;  
 - good team-leading skills gained in the same company.

**Job-related skills** - good organizational skills;  
 - fast learning;  
 - distributive attention;  
 - attention to detail;  
 - analytical thinking;  
 - imaginative;

- enterprising;
- ambitious;
- efficient work even under stress;
- meeting deadlines;
- motivated.

#### Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

#### Digital competences - Self-assessment grid

Excellent computer skills: Word, Excel, Power Point, Internet, QuarkXPress  
Trados 2017 – advanced user.

- Other skills**
- reading: passionate reader;
  - common knowledge.

**Driving licence** B