

Vitalie Codreanu

Address: Fernleigh Vale, Carpenterstown, Dublin, Ireland;
E-mail: vitalii.codreanu@gmail.com ;
Tel/WhatsApp/Viber: +353894615710;
Skype ID: codreanu.vitalie;

Personal Profile:

I am fluent in **Russian, English and Romanian** and I am an advanced user of MS Office, Translation and Subtitling Software and Web-Based Applications. I have **experience in providing Translation, Transcription, Proofreading, and Interpreting and Subtitling/Dubbing services**. My areas of expertise are: *Business, Economy, Finance, Marketing, E-Payments (Incl. Crypto-Currencies) and Accounting, Software & Video Games, Law, IDs/Diplomas/Transcripts, Medicine, Pharmaceuticals, Automotive, Religion, Arts, Social Sciences*. I provide VRI, In-Person Interpreting, Translation, Proofreading, Editing (Rewriting), Localization, Localization Testing and DTP Testing.

Please see the Written References and Certificates attached to this CV. Translation Samples are available upon request.

Language Combinations:

Romanian to English; English to Romanian
Russian to English; English to Russian.
Russian to Romanian; Romanian to Russian.

Multilingual Work Experience

Jan 2019 - To Date

Remote

Voyce Global & Boostlingo (Pro-Z)

Russian/Romanian - English Video Remote Interpreter/Translator

1. Answered Video and Audio Calls through the company's Online Tool
2. Interpreted for such clients as Emigration Services, Social Protection Services, Educational Facilities, Hospitals, GP Practices, Pharmacies, and Prisons, from the UK and USA.
3. Served as a communication channel for the aforementioned client's types and their customers/patients.

May 2012 - To Date

Dublin, Ireland

Lionbridge, Lingua Translation Service,

Freelance Translator/Interpreter

Accord Translations, Context Translations, ABC Interpretation

RUSSIAN, ENGLISH, ROMANIAN

4. I translated: **Financial Reports, Business Articles (Financial/Crypto), Financial Education Materials, Business Presentations, Marketing Materials, Medical Reports, Medical Devices Manuals, Poems, Biographies, Classical Music Materials, Articles, Religious Materials, ID's, Diplomas/Transcripts, Pharmaceutical Licences and Drugs Descriptions, IT User Manuals**, and much more.
5. Localized the messages to match the Target Language Lexicon (i.e. Proverbs).

6. Served as a channel of communication between the client and the professionals from the attended institutions.
7. Interpreted messages into English, Russian and Romanian as close to the original ones as possible, with no additions or omissions.
8. Interpreted for clients with different needs in different locations, such as Lawyer's Offices, Large Corporations, Courts, Social Welfare Offices, Hospitals, Police Stations, and Counselling Services Organizations etc.
9. Explained county specific traditions and non-verbal messages when there was a need.
10. I translated business documents such as: **Financial Reports, Financial News, Financial Tuition Materials, E-Payments Materials, Marketing Plans and Marketing Researches.**
I also did Legal Translations (**Diplomas, Transcripts, Licences, Contracts, and Affidavits**).
11. I localized and tested Video Games and Software
12. I transcribed and subtitled video and audio content

Jul 2011- Nov 2011

RUSSIAN Localization QA Tester (project)

Leopardstown, Dublin 18, Ireland

Keywords International Ltd.

1. Reviewed and translated assigned text files daily.
2. Identified and logged grammar and lexical mistakes, inconsistencies, mistranslations, punctuation issues.
3. Regressed bugs, runned test suites.
4. Ensured that the content was compliant with the documented guidelines and terminology.
5. Identified, isolated, and documented bugs in a bug database
6. Reported functional issues as overlaps, concatenations and implementation related issues, for example.
7. Shared the findings and knowledge with other team members.
8. Worked with other teams providing help on their projects.
9. Worked in a team of 11 people, each from a different country.

Jan 2013 - Oct 2013

Compliance Agent (RUSSIAN & ROMANIAN Markets Expertise)

Xerox Business Park, Dundalk, Ireland

PayPal (Ebay Inc.)

1. Communicated with customers every day in *English, Russian and Romanian via email, phone and chat.*
2. Provided feedback to management in *English*, regarding necessary changes and updates; including workflow changes, policies, upgrades.
3. Ensured that customers' accounts are complying with the Compliance Policy as defined in PayPal's terms of Use.
4. Processed a variety of queues' items in a timely manner having to reach targets (Handling Times, Quality Scores, and Process Utilization).
5. Identified Fraudulent or simply suspicious activities and Forged Documents and escalating the issues to the appropriate departments by opening tickets, by Chats or internal Phone Line.
6. Used different types of databases, Admin Tools and Cases distribution and work tracking systems.
7. Took regular updates and training related to the department and company's procedures and progress.
8. Was responsible for ensuring that PayPal implements the appropriate controls and monitoring to satisfy its obligations to the regulatory authorities.
9. Ensured that Anti Money Laundering and Counter Terrorist Financing regulations are adhered to and monitored accounts activity accordingly.

16.12.2013 – 16.06.2014

Ringsend Road, Dublin 2, Ireland

Pfizer (Pharmaceuticals)

RUSSIAN Procurement Coordinator (Full-Time)

1. Assisted the High End Customers in their *High Value Orders and Payments* in Russian and English.
2. Verified Contracts (Frame Contracts inclusively) SOWs, Bidding documentation, Invoices and so on.
3. Worked with business partners, suppliers, other vendors and peers from *Russian Federation* by Phone, Chat and Email daily.
4. *Coordinated the Project* of migrating the Russian operations to Dublin.
5. Used Order Management tools, spreadsheets and other documents from the shared drives.
6. Verified all the documents to be genuine and reflect the details and amounts entered in the purchase requisitions. Taking decisions based on this.
7. Was trained in using *SAP, Arriba SUN & Oracle* and was certified.

Education:

2019 – 2020

Baldoye Institute, Baldoye, Ireland

“Kickstart Your Own Business” Certificate

2014-2015

University College Dublin, Dublin, Ireland

Investment Funds Services - Professional Certificate - Part-Time

- Regulatory Aspects of Financial Services; Custody and Registration; Funds Accounting & Valuation.

2008-2010

Dublin Business School & Liverpool John Moore's University (Joint degree)

Master of International Business Administration in Marketing (MBA International)

2004-2008

Babes-Bolyai University, Transylvania, Romania (Ranked no 1 in the country)

BSc. in Economics (Scholarship)

2001 - 2004

Vasile Alecsandri High School, Chisinau, Republic of Moldova

A-Level (Leaving Certificate)



Voyce Inc
1580 Sawgrass Corporate Parkway
Suite 110
Sunrise, FL 33323
<https://voyceglobal.com/>

December 1st, 2021


To Whom it May Concern:

We hereby certify that **Mr. Vitalie Codreanu**, works as an Independent Contractor for Voyce Global, rendering services as a Russian & Romanian Medical Interpreter since February 10th, 2019.

Mr. Vitalie Codreanu is currently scheduled to provide 37.5 pre-scheduled hours of interpretation service weekly to be paid semimonthly at the hourly rate of: \$20.00 USD per hour; and potential extra freelancing hours to be paid semimonthly at the rate of \$0.50 USD per minute interpreted.

If you have any questions, please call 954-686-6800 ext. 1092 or email me at olga.bedoya@voyceglobal.com.

Sincerely,


Olga E. Bedoya M.
Workforce OL Team Lead
Voyce Inc

CERTIFICATE OF COMPLETION



THIS CERTIFICATE IS AWARDED TO

Vitalie Codreanu

For the successful completion of Propio LS, LLC Medical Terminology, Anatomy & Physiology Course. It includes but is not limited to Medical Terminology and its Roots, the Human Body and the Body's Systems.

**Medical
Terminology,
Anatomy &
Physiology**


Xavier Domenech, CHI™
Director, Quality Assurance & Training

8/27/2023

Date

THIS CERTIFICATE IS AWARDED
TO

Vitalie Codreanu

Has pursued studies and completed all the
requirements

**Voyce 60 Hour Medical Interpreter
Course**

Course made up of a 40 Hour Medical Interpreter Course,
and a 20 Hour Medical Terminology Course.

Issued: November 2022 Valid for Five Years

Paula Cassiano Dias
Director of Compliance

Voyce Presents This

CERTIFICATE OF COMPLETION

Student has pursued studies and completed all requirements of

HIPAA 2023

This certificate is awarded to

Vitalie Codreanu

Issued: 2023-04-10

Expires: 2024-04-09

Certificate ID: 9br5pjtggf

Paula Cassiano Dias
Director of Compliance

Certificate of Completion

This is to certify that

Vitalie Codreanu

Has pursued studies and completed all the requirements of

PIPEDA & PHIPA 2023



Paula Cassiano Dias

Director of Compliance

Issued: 2023-04-10

Expires: 2024-04-09

Certificate ID: xxmlt3fndu

CERTIFICATE

OF PARTICIPATION

This is to certify that

Vitalie Codreanu

Has pursued studies & completed all the
requirements of:

Fraud, Waste & Abuse 2023



Paula Cassiano Dias

Director of Compliance

Issued: 2023-04-10

Expires: 2024-04-09

Certificate ID: 7365y66hln



12 September 2014

TO WHOM IT MAY CONCERN

Reference for Mr. Vitalie Codreanu of Flat 6, 117 Phibsborough Road, Phibsborough, Dublin 7
PPSN 16464760

Mr. Vitalie Codreanu has been involved in our Community Interpreting projects as a sessional interpreter between August 2012 and November 2013.

During this period, Mr. Codreanu completed 10 interpreting assignments. The majority of these were of a sensitive nature. They involved facilitating communication between medical practitioners and Romanian or Russian speakers in medical care. In 8 cases the patients were children, in 2 cases adults in rehabilitation after serious illness or accident.

We have found Mr. Codreanu to be a very reliable and cooperative person and a competent interpreter. His interpreting projects were always carried out with great commitment and to the satisfaction of our clients.

If you have any further questions with regard to the above, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Anna Wrobel'.

Anna Wrobel, Interpreting Project Manager



While Context undertakes to perform our translation services with all due care and attention, we do not take responsibility for errors and omissions.



24th June 2014

TO WHOM IT MAY CONCERN

This is to confirm that Mr Vitalie Codreanu of 87 Castlecurragh Vale, Mulhuddart, Dublin 15, is employed by this company as an interpreter/translator working from Romanian, Russian into English and vice versa.

Mr Codreanu is organised, efficient, and extremely competent. His communication skills, both written and verbal are excellent.

I can be contacted at any of the above numbers if I can be of any assistance.

Yours sincerely,



Antonio Fernando
Managing director



Dear Vitalie,

This is Sthefani with the QA department at Voyce Global. I am sending you this message to inform you that we have received positive feedback from one of our clients in regards to you!!

We want to take the time to thank you for being such a valued part of the Voyce Global team!! Thank you for your professionalism and enthusiasm, and for genuinely caring about the people you interpret for!

You are an essential part of our team and we hope that you will continue to offer our clients your invaluable services for a very long time!

So, today, we celebrate you!! Give yourself a pat on the back! You deserve it!

Our client stated: *Vitalie was excellent. Very patient!* 😊

Thank you for doing a great job!!

Kind regards,

Sthefani Rodriguez

Quality Assurance



PERFORMANCE AWARD

**THIS CERTIFICATE IS PROUDLY PRESENTED
TO**

Vitalie Codreanu

For providing excellent interpreting services.

**Client Comment:
"Great Service!"**

THANK YOU FOR BEING THE BEST PART OF VOYCE!

VOYCE • Quality Assurance Department • 12/72020



Whelan House
South County Business Park
Dublin 18
Republic of Ireland
Phone: +353(1) 90 22 730
VAT Nr: IE8286266J

2nd of November 2012.

To Whom It May Concern,

Mr. Vitalie Codreanu was employed by Keywords International as a Russian Quality Assurance Tester working on several projects between the 18th of July 2011 and the 2nd of January of 2012 when his project finished and therefore he ceased working for the company.

Should you have any questions, please feel free to contact me on +353-1-902 2730.

Sincerely,

P.P.

A handwritten signature in black ink, appearing to be 'C. Troy', is written over a horizontal line.

Catherine Troy.

Human Resource Manager.

Issued on 2020-05-20

Expires on 2021-05-20

THIS CERTIFICATE IS AWARDED TO

Vitalie Codreanu

Has successfully completed KUDO's Online
Onboarding Tutorials for Interpreters, also known as

The Interpreter Journey

'KUDO Certified' attests to an interpreter's ability to
operate on KUDO. It is not an endorsement of quality.



Certificate No: 1929

InterpreterTraining.com

This certifies that

Vitalie Codreanu

Vitalie Codreanu

Has successfully completed The Video Remote Interpreting Module



Signed:

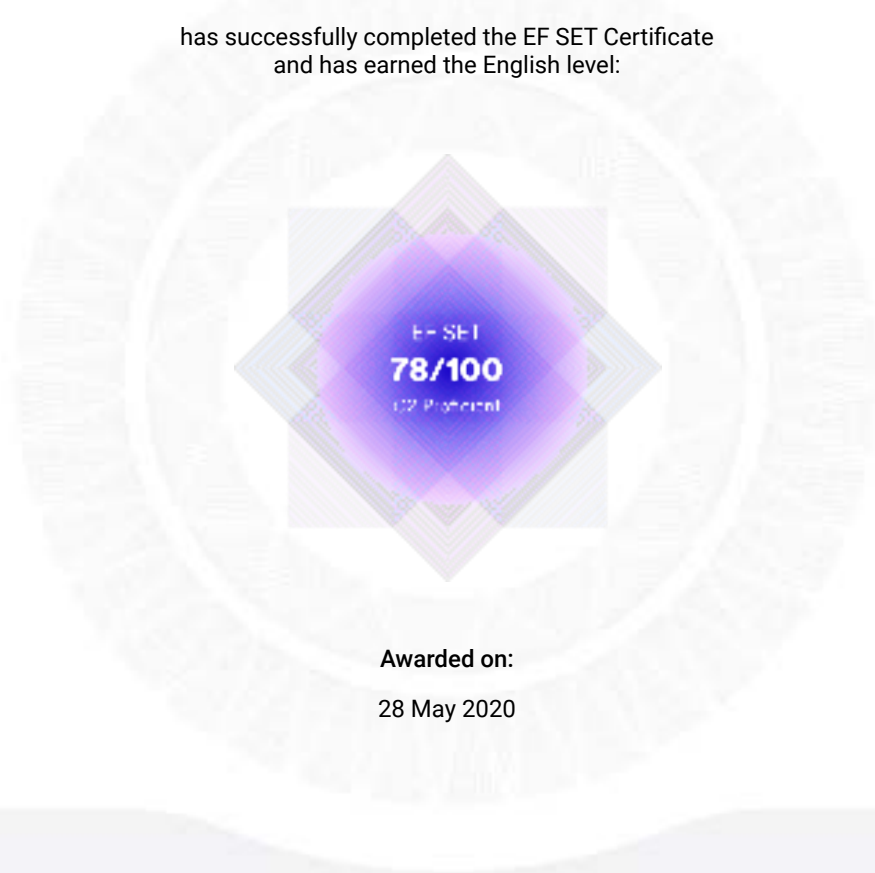
A handwritten signature in cursive script, appearing to read "Natalie Brooks".

Date: 05-16-2020

This is to certify that

Vitalie Codreanu

has successfully completed the EF SET Certificate
and has earned the English level:



Awarded on:

28 May 2020

Understanding the results

EFSET	1-30	31-40	41-50	51-60	61-70	71-100
CEFR	A1 Beginner	A2 Elementary	B1 Intermediate	B2 Upper intermediate	C1 Advanced	C2 Proficient

Your level of English is **78/100** on the EF SET score scale and **C2 Proficient** according to the Common European Framework of Reference (CEFR). This score is calculated as an average of your reading and listening scores



Listening Section

78/100 C2 Proficient

You are comfortable in all situations that require full comprehension of spoken English; you are almost never confused or searching for the meaning of words and phrases. You understand nuances of expression and tone, humor and emphasis in all live theatrical presentations, films or broadcast presentations in English.

- Can understand with ease any kind of spoken language, even when delivered at fast native speed, provided with time to get familiar with any regional or other accent.
- Can understand lectures and presentations with a high degree of colloquialism, regional usage and unfamiliar terminology.



Reading Section

78/100 C2 Proficient

Your command of English allows you to read virtually any kind of text (factual, literary, technical) and accurately recognize and categorize style and tone. You can understand complex technical writing on unfamiliar subjects on a wide range of topics.

- Can read with ease virtually all forms of written language, including abstract, structurally or linguistically complex texts such as manuals, specialized articles and literary works.
- Can understand a wide range of long and complex texts, appreciating subtle distinctions of style, and implicit meaning.



Vitalie Codreanu <vitalii.codreanu@gmail.com>

To whom it may concern - "Reference Letter"

1 message

Project Management | db Group <pm@dbgrouptl.com>

14 April 2020 at 22:37

To: Vitalie Codreanu <vitalii.codreanu@gmail.com>

To whom it may concern:

Vitalie Codreanu works with us on a freelance basis. He did for us previously Russian Audio Transcription, English Translation and Subtitling for Religious Content.

The delivered subtitles were of a good quality and appropriate timing.

Thank you

Best Regards,

Project Manager DB Group - Meha Mehani

Maha Mehani

Project Management Team





 **cid:image003.png@01D4E987.DE2BDBA0**

Office: (+1) 716 226 6602 | **Mob:** +201066632385 | **Tel:** (+971) 506823232 | **Skype ID:** live:Maha Mehani

Headquarters: Business Bay - Blue Bay Tower, 2nd Floor, Office 3, Dubai, UAE.

Production Office: 4 Emad Eldeen Kamel St., off Abas Alakad St., Nasr City, Cairo, Egypt.

 **cid:image002.jpg@01D506C0.DCC08670**  **cid:image003.jpg@01D506C0.DCC08670**
 **cid:image004.jpg@01D506C0.DCC08670**

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If you have received this email in error please contact db Group on telephone number +2 02 2405 6502. Please consider your environmental responsibility: before printing this e-mail, ask yourself whether you really need a hard copy! Thanks.



Vitalie Codreanu <vitalii.codreanu@gmail.com>

Reference Letter

1 message

Ruchi Vaitee <ruchi@translangways.com>

9 April 2020 at 14:56

To: Vitalii Codreanu <vitalii.codreanu@gmail.com>

To Whomsoever It May Concern

This is with reference to the Translation Project completed by Mr. Vitalie Codreanu for our Company in February 2020.

Mr. Vitalie Codreanu successfully completed the Translation of Employment Contracts/Agreements from English into Romanian.

He delivered high quality in a timely manner and helped ensure Client satisfaction.

We wish him good luck in future and would love to engage with him on other Translation Projects.

Yours sincerely,

Ruchi Vaitee

Project Manager - Operations

Company of the Year 2017: Translation Services: By Silicon India Magazine

 <p>FROM LANGUAGES TO LANGWAYS ISO 9001-2008 DIN EN 15038 Self Compliant Globalization & Localisation Association American Translation Association</p>	<p> TransLang Ways Solutions Private Ltd. 2nd Floor, Saharai, Lane No 4, Shahu Colony, Karve Nagar, Pune - 411 052, MH, India.</p> <p> +91 9673405157</p> <p> ruchi@translangways.com</p> <p> www.translangways.com</p> <hr/> <p>Offices: Delhi Mumbai Pune</p>
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Certification / Association:   

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Higher Education and
Training Awards Council, Ireland
Comhairle na n-Árdaíochtaí
Ardaíochtaí agus Chláraithe, Éire



Liverpool John Moores University Higher Education and Training Awards Council

This is to certify that
Is deimhníú é seo gur bronnadh ar
VITALIE CODREANU
has been awarded the

Degree of Master of Business Administration
Máistir i Riarachán Gnó

having followed an approved programme of study in
Tar éis clár staidéir ceadaithe

Business Management
Bainistíocht Gnó
a chríochnú

11th July 2010 11 Iúil 2010

This programme was offered in association with
Dublin Business School

Cuireadh an Clár seo ar fáil i gcomhar le
Scoil Gnó Bhaile Átha Cliath

Chief Executive of Council
Príomhfeidhuncannach na Comhairle
Gearóid Ó Conluain

Vice Chancellor LJMU
Leas-Seansailéir LJMU
Professor Michael Brown CBE DL

Statement of participation

Vitalie Codreanu

has completed the free course including any mandatory tests for:

Translation as a career

This free 4-hour course explored translation as a career.

Issue date: 16 May 2020



www.open.edu/openlearn

This statement does not imply the award of credit points nor the conferment of a University Qualification.
This statement confirms that this free course and all mandatory tests were passed by the learner.

Please go to the course on OpenLearn for full details:

<https://www.open.edu/openlearn/languages/learning-languages/translation-career/content-section-0>

COURSE CODE: **L801_1**

Translation as a career

<https://www.open.edu/openlearn/languages/learning-languages/translation-career/content-section-0>

Course summary

This free course explores translation as a career. During the course you will meet professional translators discussing their work and reflect on what they say. You will assess your own language level and find out how translators maintain their language skills. You will also engage in a short translation activity.

Learning outcomes

By completing this course, the learner should be able to:

- understand the skills required to become a professional translator and what is meant by translation competence
- have an awareness of what it means to be a professional translator
- undertake an independent research activity
- evaluate personal language skills
- undertake a translation activity.

Completed study

The learner has completed the following:

Section 1

Translation as a profession

Section 2

A day in the life of a translator

Section 3

Your language skills

Section 4

Translation: theory and practice

Section 5

Conclusion



National University of Ireland

This is to certify that on the 1st of September 2015

Vitalie Codreanu

was awarded the

*Professional Certificate in Investment Fund Services
at University College Dublin - National University of Ireland, Dublin,
a Constituent University of National University of Ireland*



A. J. O'Leary

*President and Pro-Vice-Chancellor
September 2015*



etb

Bord Oideachais agus Oiliúna
Ardo Chathair agus Éirinn Laoghaire
Dublin and Dún Laoghaire
Education and Training Board

CERTIFICATE of COMPLETION

IN CONJUNCTION WITH OILIUNA LIMITED

Vitalie Codreanu

HAS SUCCESSFULLY COMPLETED TRAINING IN
KICK START YOUR OWN BUSINESS

Signed: *Ken Seery*
Ken Seery
Area Manager
Baldoyle Training Centre
Dublin & Dún Laoghaire ETB

Date: January 2019



EUROPEAN UNION
Investing in your future
European Social Fund



Department of Education and Skills
Department of Enterprise, Trade and Employment
2014 - 2020
The European Regional Development Fund
and the National Endowment for Human Capital

Seria A1 Nr. 0209967



ROMÂNIA
MINISTERUL EDUCAȚIEI, CERCETĂRII ȘI TINERETULUI



DIPLOMĂ DE LICENȚĂ

T.S.



UNIVERSITATEA "BABEȘ-BOLYAI"
DIN CLUJ-NAPOCA

pe baza promovării examenului de licență din sesiunea **IULIE**
anul **2008** la propunerea

FACULTĂȚII DE BUSINESS

conferă

D **omnului** **CODREANU I. VITALIE**
născut în anul **1986** luna **martie** ziua **09**
în localitatea **Mihailovca** județul **Cimișlia**
țara **Republica Moldova** absolvent al **1**

UNIVERSITĂȚII "BABEȘ-BOLYAI" DIN CLUJ-NAPOCA

FACULTATEA DE BUSINESS

TITLUL de **ECONOMIST LICENȚIAT**

în domeniul **ECONOMIE**
specializarea **ADMINISTRAREA AFACERILOR**

Durata studiilor: **4** ani.

Titularul prezentei diplome i se acordă toate drepturile legale.



RECTOR,

DECAN,

SECRETAR ȘEF,

Nr. **9542** din **23.03.2009**

Diploma este însoțită de suplimentul la diplomă.
Rezultatele obținute la examenul de licență sunt înscrise pe verso.