

ANA MARIA TUDOR

Currently looking for opportunities to challenge myself and grow professionally



CONTACT INFORMATION

Location: Bucharest, Romania
Phone number: +4 0733 906 896
E-mail: lanouvellehistoire2015@yahoo.com

PERSONAL INFORMATION

Born: September 27th 1985 in Bucharest, Romania
Citizenship: Romanian
Marital status: Not married

WORK HISTORY

07.2010 – PRESENT

FREELANCER

English and French Translator/Interpreter

- Translation of various documents, materials
- Fields of expertise: legal, European laws and regulations, finance/banking, marketing, technical, medical, publications, procurement, real estate
- Simultaneous and consecutive interpreting at conferences, events, notary offices
- Collaboration with companies, public notaries, law firms, translation agencies

04. 2017 – 08.2017

INTERNATIONAL HOUSE LANGUAGE SERVICES GROUP

English / Romanian Teacher

- Teaching Romanian to foreign nationals and English to Romanian professionals.

10. 2016 – 03.2017

LEROY SI ASOCIATII SCA

Financial Assistant / Translator

- Managing, organizing and issuing invoices (“time@work” billing software)
- Registering the attorneys' time sheets, fees and expenses into the billing software for each client and file
- Client support regarding invoices, payments

- Performing calculations and using Excel for pivot tables, Vlookups
- Translation of official documents (contracts, correspondence and such) from and to English and French
- Interpreting during official meetings
- Handling phone calls and e-mails from clients
- Scanning / copying / destroying documents
- Handling the relationship with suppliers
- Proofreading and editing legal documents
- Setting up and maintaining databases and files
- Organizing and storing paperwork, legal documents and computer-based information
- Organizing and coordinating the attorneys' legal meetings including client interviews and hearings
- Organizing trips (booking flights, hotels)
- Uploading invoices on some online platforms as requested by the clients (Serengeti, Lexisnexis)
- Solving issues regarding payment from clients

04. 2016 – 10. 2016

ICM SPA VICENZA BUCHAREST BRANCH
English Translator / Office Assistant

- Translation of legal documents such as contracts from and to English
- Translation of lengthy technical documents, such as the Technical Instructions for the Design and Build of Motorway Braşov - Tg. Mures - Cluj - Oradea, Sector 3A: Cluj Vest (Gilău) – Mihăieşti, km 0+000 – km 25+500, section 3A2, km 8+700 – km 25+500
- Translation of the correspondence
- Interpreting during official meetings with the Romanian National Company of Motorways and National Roads
- Primary book keeping
- Photocopying and printing various documents
- Ordering and maintaining stationery and equipment
- Using the Microsoft Office Suite to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases
- Using content management systems to maintain and update the internal correspondence database

09.2015 – 02.2016

COLEGIUL NATIONAL 'GH. SINCAI' HIGH SCHOOL
English Teacher

- Classroom management
- Planning, preparing and delivering lessons to a range of classes and age groups
- Preparing and setting tests, examination papers and exercises
- Organizing and getting involved in social and cultural activities and events organized by the high school
- Preparing information for inspection visits and other quality assurance exercises

10.2010 – 01.2012

S.C. ANANDY GOLDEN HOUSE S.R.L.

Administrator

- Managing official documents related to the real estate firm's activity
- Researching the market with the purpose of improving services and attracting new clients
- Organizing open houses
- Promoting the company through ads, website optimization, networking and other such means
- Handling clients and negotiations
- Devising strategies on how to sell a particular property or how to target a specific client

09.2009 – 08.2010

LICEUL 'ION BARBU' HIGH SCHOOL

English Teacher

- Classroom management
- Planning, preparing and delivering lessons to a range of classes and age groups
- Preparing and setting tests, examination papers and exercises
- Organizing and getting involved in social and cultural activities and events organized by the high school
- Preparing information for inspection visits and other quality assurance exercises

EDUCATION

10.2007 – 08.2009

SORBONNE PARIS IV (PARIS, FRANCE)

Bachelor's Degree in English (North American Studies)

- Extensive study of the English language and the American literature and history
- Three-year studies, but I was admitted directly in the second year.
- I have also studied Spanish as a "second foreign language".

10.2004 – 08.2007

HYPERION UNIVERSITY (BUCHAREST, ROMANIA)

Bachelor's Degree in Philology

- Language and Literature Studies (Romanian, English and Italian)
- Four-year studies, equivalent to a Master's Degree. I completed the second and the third year at the same time.

09.2000 – 08.2004

COLEGIUL NATIONAL 'MIHAI EMINESCU' HIGH SCHOOL (BUCHAREST, ROMANIA)

High School and Bacculaureate Degree

- Bacculaureate degree obtained upon completion of high school, graded 9,40 / 10 (tested on: Romanian, English, French, Geography and Psychology)

CERTIFICATIONS

07.2010

ENGLISH TRANSLATOR/ INTERPRETER AUTHORIZATION

- Issued by the Romanian Ministry of Justice
- Authorizes me to translate and interpret from Romanian to English and from English to Romanian
- Authorizes me to translate and interpret for the Superior Council of Magistrates, the Public Prosecutor's Office attached to the High Court of Cassation and Justice, the National Anticorruption Directorate, the prosecution authorities, courts of law, offices of public notaries and for any kind of institution, company or authority.

01.2017

FRENCH TRANSLATOR/ INTERPRETER CERTIFICATE

- Issued by the Romanian Ministry of Culture.

LANGUAGES

- Romanian: Native tongue
- English: Proficient
- French: Proficient
- Spanish: Beginner to intermediate
- Italian: Beginner to intermediate

SKILLS, COMPETENCIES

- Excellent knowledge of the Microsoft Office Suite (Word, Excel, Powerpoint), Adobe Acrobat, Adobe Photoshop, translation CAT tools such as SDL Trados, MemoQ, Memosource
- Basic knowledge of HTML language and Adobe Dreamweaver
- Speed and accuracy in translating, editing and creating various documents
- Great interpersonal skills and the ability to communicate on all levels
- Ability to prioritize tasks and manage time effectively, thus successfully meeting deadlines
- Ability to adapt to fluctuating environments, circumstances and demands
- Great attention to detail - one misplaced brick can make the entire building fall apart
- Proficiency in spelling, punctuation and grammar
- High stress tolerance
- Creativity, initiative and critical decision making ability

HOBBIES

- Foreign languages
- Researching astronomy
- Reading books on history, philosophy, psychology and of course, the literature classics
- Writing poetry and short stories
- Watching documentaries on history, politics, ancient texts and discoveries
- Photography and photo editing software
- Fitness, bodybuilding and nutrition

LIFE PHILOSOPHY

I consider myself the type of person who likes to learn something new all the time. I believe one can never know enough and life itself is a school, a learning process that begins when we are born and ends only when we die.

I am very much interested in what goes on in this world and the way this world works, I read and watch documentaries on various subjects and keep myself informed. I am never intimidated by the challenge of learning something completely new or acquiring a new skill.

I perceive myself as a serious, reliable person to be around and I believe that honesty and mutual respect are the basis for human relations and for a successful social interaction, be it among friends or in the work environment.

I always seek to improve myself personally and professionally. Challenges and new experiences appeal to my personality, since I strive for continuous progress and positive development. When one challenges oneself, one has no choice but to grow.