



Roxana Anghelescu

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Experience

Council of Europe
Trainee, Protocol
Strasbourg, France
September-2019 - October-2019

- Participation in the organization of the ceremony for the 70th anniversary of the Council of Europe (badge requests, distribution of invitations, welcome of personalities to the hemicycle for the President's speech, Emmanuel Macron);
- Creation of verbal notes for obtaining a visa;
- Administrative support in the application of the Privileges and Immunities of the Permanent Representations ;
- Creation of PowerPoint presentations;
- Filing of documents.

European Parliament
Trainee, DG Trad
Luxembourg, Luxembourg
March-2019 - August-2019

- Translation of documents (amendments, minutes, petitions, draft agendas) from French and English into Romanian using SDL Trados Studio and CAT4Trad;
- Creation of a terminology project in the domain of "Elections and politics" under the supervision of the terminologist of the Romanian Unit and the Terminology Coordination Unit;
- Proofreading;

Telus International
Customer support
Bucharest, Romania
July-2016 - November-2016

- processing inbound calls and e-mails from a French company customers;
- answering a wide range of inquiries;
- solving Customer service issues;
- properly escalating any issues to specific departments.

Société Générale European
Business Services
KYC Analyst
Bucharest, Romania
September-2017 - September-2018

- Verification of the documents sent by BDF (Banque de détail en France) Société Générale customers;
- Updating the database.

Skills

Strong organizational skills, team orientated attitude, adaptability, creativity, communication skills, empathy.

Languages

French	C2
English	C1
German	B2
Italian	B1
Romanian	Mother tongue

Education

University of Bucharest,
Faculty of Foreign languages
**Bachelor degree in modern
languages**
Bucharest, Romania
2017

- French literature and culture;
- German literature and culture;
- Structure of the French language;
- Structure of the German language;
- Practice of the French language;
- Practice of the German language.

University of Bucharest,
Faculty of Foreign languages
**Master Degree, Conference
interpreting**
Bucharest, Romania
2018

- Economic and legal translation;
- Consecutive interpretation;
- European institutions ;
- Discourse analysis.

University of Strasbourg, ITIRI
(Institut des Traducteurs,
d'Interprètes et de Relations
Internationales
Master Degree, Translations
Strasbourg, France
2019

- Legal translation;
- CAT tools (SDL TRADOS STUDIO, MemoQ) ;
- Legal terminology ;
- Project management ;
- Accounting.

University of Strasbourg,
Faculty of Letters
Erasmus +
Strasbourg, France
2018

- Linguistics

Certificates & courses

SDL Certification for translators, 2019

DALF C1, Diplôme approfondi de langue française, 2017

ECDL Core, European Computer Driving Licence, 2013