



# Vadim Balan

Subtitle Translator/Proofreader/QC

✉ [vadim.balan1982@gmail.com](mailto:vadim.balan1982@gmail.com) ☎ +37379852721  
📍 Pandurilor 20, Ap. 41, 2002 Chishinau, Rep. of Moldova

## Education

**Moldova State University** Sep 2004 – Jul 2008

Chisinau, Rep. of Moldova

Degree of Licentiate in Philology, Speciality Modern Languages and Classics, specialization – English.

- English Language.
- Informatics.
- Simultaneous translation.
- English Phonetics.
- English grammar.
- History of English Literature.

**Moldova State University** Sep 2002 – Jul 2003

Chisinau, Rep. of Moldova

- English Language.
- French Language.
- History of Ancient Literature.
- Politology.
- Pedagogy.
- English Phonetics.
- English Grammar.

**High School Education** Sep 1993 – Jul 1998

Lyceum Iulia Hasdeu, Chisinau, Rep. of Moldova

**Primary School** Sep 1989 – May 1992

School Nr 69, Chisinau, Rep. of Moldova

## Employment

**Technical support operator, Client Onboarding** Jan 2023 – Present

Data Drive SRL, Chisinau, Rep. of Moldova

Helping our customers with monitoring of their truck fleets.  
Onboarding new clients.

**QC operator for subtitles / dubbed audio / CC for movies, TV series, documentaries, etc. (remote)** Jan 2018 – Apr 2023

The Kitchen International LLC, Remote

• Checking the correctness/precision of translations for subtitles / audio dubbing for feature films, series, documentaries, etc.

(All corresponding to Netflix requirements and standards)

I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying.

## Personal details

Date of birth

July 16, 1982

Place of birth

Chisinau, Rep. of Moldova

Driver's license

B, C category

Gender

Male

Nationality

Rep. of Moldova, Romanian

Civil status

Married

LinkedIn

[linkedin.com/in/vadim-balan-a22879222](https://www.linkedin.com/in/vadim-balan-a22879222)

Proz.com – <http://www.proz.com/profile/2813990>

Whatsapp +373 691 87 021

Telegram +373 79 852 721

Viber +373 79 852 721

## Skills

Translator



Manager



Multi-tasking



**Data entry, verification and validation operator.** Mar 2018 – Aug 2021

Hegelmann Logistics S. R. L., Chisinau, Rep. of Moldova

- Data entry, verification and data validation operator.
- Performing payment transfers for the company's contractors.
- Communication by phone and email with subcontractors and company customers.

**Subtitle Translator** Sep 2016 – Mar 2018

Cellar Door S. R. L., Chisinau, Rep. of Moldova

Translator of subtitles for TV shows, series and feature films from English into Romanian and Russian languages.

**Translator-Interpreter** Jan 2015 – Sep 2016

Endo-Chirurgie S.R.L aka Akson Medical, Chisinau, Rep. of Moldova

Oral and written translations in the project for the Improvement of Medical Services in Moldova (JICA project)

**Manager of transport** Oct 2008 – Jun 2014

HD-Transport SRL, Iasi, Romania

- Statistical evidence of the company's fleet.
- Filing of transport documents.
- Statistical calculation of mileage.
- Calculation of the efficiency and profitability of the trucks' activity.

**Computer / Phone operator.** Oct 2007 – Sep 2008

Evlexcom SRL, Chisinau, Rep. of Moldova

- Contacting the clients by phone proposing a lower interest rate on their mortgage (refinancing).
  - Retrieval and processing of data obtained.
- Completion of statistical tables with the data obtained.

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## Custom section

Good communication skills. Sociable. Team member. Responsible. Attentive to details.

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## Courses

**Courses of English language** Sep 1999

Two years of English grammar + 1 Year of spoken American English.

## Languages

English

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Russian

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Romanian

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## Hobbies

- Reading
- Outdoor activities
- Travelling

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## Qualities

- Responsible
- Punctual
- Reliable
- Attentive to details