

# Curriculum vitae

## PERSONAL INFORMATION

**First Name/ Surname :** Toropu Elena Delia  
**Address :** Str.Unirii, bl. 5, ap.12, Târgu-Jiu, România  
**Mobile Number :** 0774071025  
**e-mail address :** delia\_elenas26@yahoo.com  
**Date of Birth :** 04.05.1980  
**Nationality :** Romanian

## TARGETED JOB

**Type post :** Full Time / Part time  
**Professional objective:** The development of a professional career and continuous skills improvement

## WORK EXPERIENCE

**Position held:** Translator, English to Romanian Subtitle Translation  
**Period:** March 2023  
**Employer:** Media Solution, France

**Position held:** Translator, English to Romanian Subtitle Translation  
**Period:** December 2022 – present  
**Employer:** Jonckers, Brussels

**Position held:** Machine Translation Post Editing  
**Period:** December 2022 – present  
**Employer:** Nordic Translation and Subtitling, Estonia

**Position held:** Translator, English to Romanian Subtitle Translation  
**Period:** December 2022  
**Employer:** TVibe, London, England

**Position held:** Translator, English to Romanian Subtitle Translation, Proofreading  
**Period:** April 2022 - present  
**Employer:** Moshi Media, Brazil

**Position held:** Translator, English to Romanian Subtitle Translation, Proofreading  
**Period:** November 2021- present  
**Employer:** Sublime, Madrid, Spain

**Position held:** Translator, English to Romanian Subtitle Translation  
**Period:** November 2021- present  
**Employer:** Haymillian, London, England

**Position held:** Romanian Proofreading  
**Period:** July 2021- September 2021  
**Employer:** ODB Translation, China

**Position held:** Translator  
**Period:** June 2021 - present  
**Employer:** Editura Prestige  
**Job description :** Translation of the book : „Mayo Clinic Guide of Integrative Medicine”, from English to Romanian

**Position held:** Translator volunteer  
**Period:** May 2020 - present

**Employer:** Atanase's blog

**Job description:** English to Romanian Subtitle Translation; The series : „Kkondae Intern”  
„Was it love?”  
„Graceful Friends”  
„A Love so Beautiful”  
„River Where The Moon Rises”

**Position held:** Translator volunteer

**Period :** November 2019 – Present

**Employer:** Amara.org – TED

**Job description:** English to Romanian Subtitle Translation:

- Stop being a bystander in your own life
- The courage to live with radical uncertainty
- Racism has a cost for everyone
- Go ahead, dream about the future
- How the magic of kindness helped me survive the Holocaust
- The real story of Rosa Parks - and why we need to confront myths about black history
- How menopause affects the brain
- How bees can keep the peace between elephants and humans
- This is your brain on air pollution
- How I use art to tackle plastic pollution in our oceans
- How women will lead us to freedom, justice and peace
- The beautiful, mysterious science of how you hear
- The weird history of the "sex chromosomes"

**Position held:** Administrative clerk

**Period:** March 2018 - May 2019

**Employer:** WYPSORI TRANS SRL, Targu-Jiu

**Job description:** Telephone takeover of orders, preparation of transport contracts between the company and collaborators, preparation and registration of invoices and payment orders

**Position held:** Real Estate Administrator

**Period:** March 2015 - October 2017

**Employer:** Owners Association no. 61 Targu-Jiu

**Position held:** Secretary

**Period:** April 2013 - December 2014

**Employer:** SC SERVICE AUTO KIM TARGU-JIU

**Job description:** Primary accounting, receipt and preparation of documents

**Position held:** Sales Agent

**Period:** March 2008 - December 2012

**Employer:** SC.OSTEOTI SRL Oradea

**Job description:** Active promotion and sale of medical instruments in dental offices

**Position held:** External Relations Officer

**Period:** April 2007 - October 2007

**Employer:** SC.INTER CONT SOLUTIONS SA. Bucharest

**Job description:** Main activity: setting up authorized individuals. Taking over the files, checking the documentation, submitting the documentation to the mayor's office and registering the individuals at the sector Financial Administrations, at the Pension House and at the Health Insurance House

**Position held:** Legal Adviser

**Period:** June 2006 - April 2007

**Employer:** SC.CITY 4 YOU SRL.

**Job description:** Trading company with several fields of activity: real estate, labor counseling and housekeeping services. Preparation of contracts for registration in the company's database, organization of interviews, record of persons registered in the database, contacting employers, creation of advertising materials.

## **EDUCATION AND TRAINING**

**Diploma obtained:** Translator

**Institution:** Ministry of Culture

**Period:** November 2019

**Section:** Literature, English-Romanian

**Degree:** Postgraduate studies

**Institution:** „Constantin Brâncuși” University

**Specialisation:** Private law, Targu-Jiu

**Period:** 2004-2006

**Profile:** Legal Sciences

**Degree:** Bachelor

**Institution:** "Constantin Brâncuși" University

**Specialisation:** Legal and Administrative Sciences, Târgu-Jiu

**Period:** 1999-2003

**Profile:** Legal Sciences

**PERSONAL SKILLS:** Adaptability, flexibility, responsibility, attention to details. I learn new things and I easily form professional skills.

**COMPUTER SKILLS:** Internet, Microsoft Office, Subtitle Edit, Wordfast Anywhere, MemoQ