



Maria Petruța

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About me: I am a detail-oriented, ambitious, calm and positive person. In the same time, I am a good communicator and I work well in a team environment. Also, I have the ability to work in an efficient way under pressure and I can easily adapt to different situations. I am a foreign languages lover and I speak English, French, Spanish, Portuguese and Norwegian. For me, personal and professional ethics play an important role and I have my own set of ethical principles which guide me. These principles can be summed up in the following words: respect, integrity, honesty, promise-keeping, trustworthiness. My academic background, especially the last five years, and the practical trainings as a translator, reviser, teacher and reporter really helped me to improve my communication, language, management, organizational and digital skills.

● EDUCATION AND TRAINING

2018 – 2020 – Cluj-Napoca

Master's Degree – Faculty of Letters, Babeș-Bolyai University

Field(s) of study

- European Master's in Translation Studies and Terminology (French-English)

2015 – 2018 – Cluj-Napoca

Bachelor's Degree – Faculty of Political, Administrative and Communication Sciences, Babeș-Bolyai University

Field(s) of study

- Journalism

2015 – 2018 – Cluj-Napoca

Teacher Training Module Diploma – Department for Didactic Staff Training, Babeș-Bolyai University

2011 – 2015 – Cîmpeni

Baccalaureate Diploma – Avram Iancu National College

Field(s) of study

- Philology Bilingual English

● WORK EXPERIENCE

2020 – Cluj-Napoca

REVISER (PRACTICAL TRAINING) – SC LINZMAYER SRL

- *revise different translated texts
- *ensure the accuracy of the translated texts
- *collaborate closely with the translators, discussing the translation problems and solving them together
- *collaborate closely with the project manager *justify the modifications made within the target text *meet the deadlines established

2019 – Cluj-Napoca

TRANSLATOR (PRACTICAL TRAINING) – SC LINZMAYER SRL

- *translate texts from different domains
- *create glossaries
- *research
- *identify reliable sources in order to document specialized terms
- *collaborate closely with the project manager and other translators
- *meet the deadlines established

2018 – Cluj-Napoca

TEACHER (PRACTICAL TRAINING) – Onisifor Ghibu High School

- *prepare lesson plans
- *put the lesson plans into practice in the classroom
- *identify and implement the most appropriate teaching methods
- *adapt to the needs of the high school students *manage the class
- *supervise the class
- *offer useful feedback to the high school students
- *solve potential conflicts

2015 – 2018 – Cluj-Napoca

REPORTER (COLLABORATOR OF THE WEBSITES: CLUJTODAY.RO, GSP.RO AND SPORTINCLUJ.RO)

- *write informative articles and interviews
- *organize meetings with different people in order to interview them or to find out useful information regarding various subjects
- *revise articles and interviews before being published
- *meet the deadlines established

● **COMMUNICATION AND INTERPERSONAL SKILLS**

good communicator

I improved my written and verbal communication skills during the practical trainings as a translator, reviser, teacher and reporter because I had to interact with different people in order to solve various problems, organize meetings, justify decisions or deliver projects successfully.

able to work efficiently in a team

Ability developed especially during the practical trainings as a translator, reviser and reporter. I learned how to work efficiently in a team in order to deliver *products* at the highest level of quality. Also, the project *Tradutech* implemented by the *European Master's in Translation Studies and Terminology* improved my skills regarding the team work. *Tradutech* is a team project and the main objective of the team is to deliver a translation-terminological project to a client, meeting the deadline established.

able to give a quick and efficient feedback

Ability improved especially during the practical training at *Onisifor Ghibu* High School when, as a teacher, I considered that is very useful to offer feedback to the students regarding the way they fulfilled the tasks given (in the classroom or at home).

able to justify in a logical way the decisions made

Ability developed during the practical training as a reviser when I had to ensure the accuracy of different translated texts, to discuss with the translators and the project manager the modifications made, being able to justify them.

● **MANAGEMENT AND LEADERSHIP SKILLS**

able to adapt to different contexts and situations

Ability improved during the practical trainings as a translator, reviser, teacher and reporter when I had to adapt to different contexts and situations.

able to solve conflicts

Ability developed during the practical training at *Onisifor Ghibu* High School when, as a teacher, I had to manage the class, looking for the best strategies to solve different sorts of conflicts and to avoid them.

able to manage a group of people

Ability developed during the practical training at *Onisifor Ghibu* High School when I had to manage a class of 21 students.

critical thinking

Ability developed during the practical training as a reporter. The mass-media industry helped me to improve my critical thinking in order to be able to reveal to the audience the real problems of the society.

creative thinking

Ability improved during the period I was part of mass-media industry and I had to identify innovative ways to catch the audience's attention. Also, the practical training as a teacher helped me to develop my creative thinking because I had to find and implement different strategies to catch and hold the attention of the students during the courses.

● **ORGANIZATIONAL SKILLS**

good time management

Ability developed during the years of studies and during the practical trainings as a translator, reviser, teacher and reporter because I learned how to manage the time in order to meet the deadlines established or to fulfill different tasks.

attention to details

Ability developed during the practical trainings as a translator, reviser, teacher and reporter.

able to elaborate appropriate strategies in order to achieve different objectives

Ability developed during the practical trainings as a translator, reviser, teacher and reporter when I had to find the most appropriate strategies in order to achieve different objectives.

able to organize meetings

Ability developed during the practical training as a reporter when I had to organize meetings with different people in order to interview them or to find out useful information regarding various subjects.

● LANGUAGE SKILLS

Mother tongue(s): ROMANIAN

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	C1	C1	C1	C1	C1
SPANISH	C1	C1	C1	C1	C1
PORTUGUES E	B2	B2	B1	B1	B1
NORWEGIA N	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Microsoft Office Word Excel Access Power Point Outlook | SDL Trados memoQ Memsource
OmegaT Subtitle Workshop | WordFast 5 Pro | Virtaal | Poedit | Adobe Premiere PRO |
CoolEdit Pro | Google Analytics | WordPress

- **ADDITIONAL SKILLS**

subtitling

localization (websites, mobile apps, web apps, video games, multimedia, marketing, software)

terminology (research, documentation, elaboration of glossaries)

audio-video editing

able to communicate effectively in various cultural contexts and to adapt to them

- **DRIVING LICENCE**

Driving Licence: B