

# CURRICULUM VITAE

## Personal information

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siminalucia7@gmail.com  
Marital status single  
Citizenship Romania  
Date of birth 30.09.1985  
Place of birth Timisoara, Romania



## Training

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2016 - 2017 Interior design school Kuchl  
2005 - 2010 Commercial school, Handelsakademie I Salzburg  
2000 - 2001 Professional school Salzburg  
1998 - 2000 Secondary school Bergheim  
1995 - 1998 Secondary school "Nikolaus Lenau" Timisoara  
1991 - 1995 Elementary school Timisoara

## Professional experience

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**02/2021 – today** **Translator / virtual assistant on a freelance base**

- Research work
- Creating power point presentation with CANVA
- Creating Excel Sheets
- Creating SOPs
- Customer care on Amazon
- Copywriting
- Translation, post-editing and proof reading with SDL Trados
- Administration and organization tasks

**02/2019 – 12/2020** **VOLKE Consulting Engineers GmbH, Salzburg**

- Technical translation English-German, Romanian-German, Italian-German, Spanish-German, French-German
- Editing manuals
- Research and content work

- Back office, general administrative tasks
- Organization and appointment coordination for business trips and appointments
- Design and evaluation of Excel tables, design of presentation posters

**07/2018 - 10/2018                      Surf lodge Santa Cruz, Portugal**

- teamer, organization of surfing trips / dinner evenings, translation and content work

**01/2018 - 06/2018                      Area Handelsges mbH, Salzburg**

- Internship in Design & Sales Assistance

**09/2016 - 07/2017                      School of interior design consultant Kuchl**

- Studies in interior design, graduation with distinction

**10/2015 - 08/2016                      Leichtsinn Vitalbistro Salzburg**

- Service employee

**09/2014 - 09/2015                      Interio Salzburg**

- Visual merchandising, sales position

**04/2014 - 08/2014                      WIBERG GmbH**

- Coordination and communication office for customer inquiries
- Calculation, offer preparation and monitoring
- Order acceptance and order processing, invoicing
- Support & cooperation with the sales field service
- Complaint Management
- Preparation, implementation and monitoring of customer agreements
- Coordination and organization of sales support measures

**01/2011 - 12/2013                      Superfire GmbH**

- Supervision of the Italian market
- Assistance of the salesmen and technicians in Italy
- Serving customers in Italy via telephone and email
- Preparation of tiling orders and editing offers
- Processing new orders
- Planning and supervision of construction sites in Italy
- Effective complaint handling
- Organization of meetings
- Preparation of order lists of the construction material
- Creating statistics
- Coordination of construction and delivery dates

**12/2008 - 12/2009**

**IRB International Real Estate Office**

- Sending out circular letters and bulletins
- Preparation of documents for various dates
- Data acquisition and telephoning in the front office
- Preparation of bank transfers
- Management of correspondence with customers and suppliers
- Telephone operator activity in the front office

**10/2005 - 12/2007**

**Esprit GesmbH (part-time beside school)**

- Active sales and customer service
- Inventory control on the sales area
- Product presentation
- Cashier operation and closing cash accounts
- Processing of the bad- and bestsellers of the own product division

## **Additional qualifications**

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### **Foreign languages:**

- German, Romanian native (bilingual)
- English fluent in spoken and written
- Italian fluent in spoken and written (CLIDA Diploma)
- French level B1 (DELF Diploma)
- Spanish level B1 (DELE Diploma)
- Portuguese basic knowledge

### **Computer skills:**

- Very good knowledge of Office applications (Word, Excel, Access, Outlook, Power Point, CANVA)
- Good knowledge of interior planning applications (ArchiCAD, AutoCAD, CARAT)
- Good knowledge of SDL Trados
  
- Copywriting
- Free hand drawing / sketching
- Full Austrian driving licence
- Good photography skills

## **Personal Interests**

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Sports:	snowboarding, surfing, jogging, hiking, swimming
Cultural Activities:	reading books, reading art and design magazines, going to live concerts, going to the cinema, visiting museums and galleries
Others:	traveling, cooking for friends, drawing, macramé