



BORN ON 02.03.1984

CONTACTS:

tel.: +39 3290736652

email: rodica.secrieru2021@gmail.com

www.proz.com/translator/3175694

<https://linkedin.com/in/rodicasecrieru84>

www.superprof.it/ir/17353098-6e8fef

www.letuelezioni.it

SKILLS AND COMPETENCES

- Translation/Revision
- MTPE Post-Editing
- Use of IT tools
- Strong resistance to stress
- Complaint management and problem solving skills
- Teamwork and professional growth
- Teaching/study assistance
- Subtitle creation
- Company secretariat
- Social media marketing

LANGUAGE SKILLS

- Italian (C2)
- Romanian (Native)
- English (C1)
- Russo (B2)
- Swedish (A2)

RODICA SECRIERU

**TRANSLATOR/INTERPRETER/LINGUISTIC
MEDIATOR**

PROFESSIONAL PROFILE

Professional translator, with more than 5 years of experience in technical-scientific, tourism, marketing, commercial and mechanical sectors. I constantly pursue excellence in the workplace with determination, responsibility and concentration. My profile is completed by the passion for teaching and hotel tourism. I also offer private English lessons guaranteeing maximum professionalism and accuracy.

WORK AND PROFESSIONAL EXPERIENCES

FRONT- OFFICE EMPLOYEE AMEDEA SERVIZI S.R.L.

July 2023 - Current

- Volvo Car Italy SPA front-office activities
- Electronic mail sorting and switchboard
- Company secretarial office and guest reception

FREELANCE TRANSLATOR FOR MEDIARTIS E TRANSLATOR SRL

May 2020 - Current

- Collection and selection of specific glossaries
- Translations of texts in the tourism, commercial, technical, mechanical fields etc.
- MTPE (Post-editing) and Proofreading (Proofreading)

RECEPTIONIST SUITE HOTEL ELITE IN BOLOGNA

February 2019 - July 2019

- Front-office and back-office activities
- Management of reservations and complaints with the utmost care, attention and professionalism
- Effective communication and problem solving
- Check-in and check-out management and customer loyalty
- Electronic invoicing
- Stress resistance and professional growth

OTHER RESULTS ACHIEVED

- CELTA equivalent course (420 hours advanced diploma)
i-to-i TEFL

GATEHOUSE AWARDS

- Proficiency course with Real English in the City, by Silvia Benazzi
- Corso Social Media Marketing, Udemy.com
- Udemy.com Website Localization Course
- CAT TOOLS Trados Studio 2021 course (assisted translation) with certificate
- Corso Amadeus GDS Training/Tutorial

SWORN TRANSLATOR COURT OF CHISINAU (MOLDOVA)

SEPTEMBER 2010 - FEBRUARY 2011

TRANSLATOR FOR PUBLISHING HOUSE IN CHISINAU (MOLDOVA)

SEPTEMBER 2006 - DECEMBER 2006

Research and study of technical terminology in the sector and translation of marketing magazines from Romanian and Russian into English.

EDUCATION AND TRAINING

HIGH TECHNICAL-SCIENTIFIC TRANSLATION TRAINING COURSE

HIGH SCHOOL FOR INTERPRETERS AND TRANSLATORS, PESCARA

February 2021

HOTEL RECEPTION OFFICER (TOURISM AND SECRETARIAT)

DANTE ALIGHIERI TRAINING AGENCY, LENDINARA

March 2019

- training course in the tourism sector
- acquisition of administrative and secretarial skills
- check-in, check-out and stay activities
- management of reservations and invoices, including electronic ones

MASTER'S DEGREE IN HUMANITIES

LINGUISTIC MEDIATION/MODERN LANGUAGES AND LITERATURES ENGLISH/SWEDISH TRANSLATOR

State University, Chisinau, Republic of Moldova

June 2006