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● WORK EXPERIENCE

2014 - 2015 - Romania

DIGITAL PRINT / DTP OPERATOR - AGRAFA PRINT & SERVICES

Digital Print Operator for Mimaki UV LED
Digital Print Operator Roland Cutter Plotter
PC Operator (expert in Corel Draw)
Edit graphics, such as photographs or illustrations
Import text and graphics into publishing software.
Integrate images and text to create cohesive pages
Adjust text properties, such as size, column width, and spacing
Revise layouts and make corrections as necessary
Submit or upload final files for printing or online publishing and digital.

Address Bucuresti, Romania

2015 - 2017 - Bucharest

TEAM LEADER - CLOCK ADVERTISING

Create an inspiring team environment with an open communication culture
Set clear team goals
Delegate tasks and set deadlines
Oversee day-to-day operation
Monitor team performance and report on metrics
Motivate team members
Listen to team members' feedback and resolve any issues or conflicts
Recognize high performance and reward accomplishments
Encourage creativity
Responsible of logistic document

Address Bucuresti, Romania

2016 - 2017 - Bucharest

TEAM LEADER - ESSA GROUP - PELLA ADVERTISING

Coordination of public projects in advertising (marketing)
Responsible of logistic documents
Managing the day-to-day activities of the team.
Developing and implementing a timeline to achieve targets.
Delegating tasks to team members.
Conducting training of team members to maximize their potential.
Empowering team members with skills to improve their confidence, product knowledge, and communication skills.
Conducting quarterly performance reviews.
Contributing to the growth of the company through a successful team.
Creating a pleasant working environment that inspires the team.

Address Bucuresti, Romania

2016 – 2017

TEAM LEADER – WAVE DIVISION

Coordination of public projects in advertising and marketing events
Responsible of logistic
Responsible for team monitoring (3-8 members)
Delegate tasks and set project deadlines
Oversee day-to-day teams' operation and performance
Do regular performance evaluation

Address Bucuresti, Romania

2018 – 2019 – Bucharest

PC/ DIGITAL PRINTING OPERATOR – SIGNUM SHOP

PC Operator (expert in Corel Draw)
Print & Cut Roland BN-20 operator
Cutter Plotter GX-24 operator
Engraving machine Gravograph M20 operator
Laser engraver operator
Installing and troubleshooting printers and related computer equipment, such as computers and scanners, to ensure they are operating properly
Operating computerized printing equipment to produce publications by converting digital images into printable form
Preparing print jobs for printing by setting up files in the desired format for printing
Operating computerized machines to print text on products such as T-shirts, mugs, and plates

Address Bucuresti, Romania

2019 – 2020 – Bucharest

PC/ DIGITAL PRINTING OPERATOR – BEST PLATE - PRINTS.RO

Print Digital Xerox Versant 2100 operator
Print Digital Xerox Versant 80 operator
Laser engraver operator
Roland VersaCAMM VS-540 operator
Roland VersaCAMM XC-540 operator
Roland VersaCAMM VS-640 operator
Monitoring the progress of print jobs to ensure they are being printed on time, adjusting settings as needed to meet deadlines
Troubleshooting problems with equipment or software, and making repairs as needed
Operating computerized machines to print text on products such as T-shirts, mugs, and plates
Maintaining inventory of supplies such as paper and toner cartridges, and ordering additional supplies when needed
Reviewing digital images to ensure they are clear and of high quality

Address Bucuresti, Romania

2020 – CURRENT – Bucharest, Romania

DIGITAL PRINT, GRAPHICS AND DTP OPERATOR – ROLITH PRINT SERV SRL

Docucolor 252 operator
PC Operator (expert in Corel Draw)
Operate printing machine (HP, DOCUCOLOR, etc)
Run several presses with different size and color capacities.
Prepare machines for printing.
Install the printing plate with the images to be printed.
Press operators prepare machines for printing.
Ink the presses, load paper, and adjust the press to the paper size.

Ensure that paper and ink meet specifications
Adjust the flow of ink to the inking rollers accordingly.
Monitor their operation and keep the paper feeders well stocked.
Correct paper tears or jams.
Search for and correct problems.

2018 – CURRENT

FREELANCER TRANSLATOR

Miscellaneous – general communication materials, surveys, letters for customers, questionnaires etc
subtitling/proofreading activities

Cabo subtitling company – TV Paprika shows, cartoons, movies

Freelance subtitler's team – various documentaries and subtitles for TV shows and movies for Netflix and Amazon

CAT Tools: Trados Studio, Subtitle Edit

Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained

Use translation memory software, such as memoQ, Trados Studio and Subtitle Edit, to ensure consistency of translation within documents and help efficiency

Use specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used

Use appropriate software for presentation and delivery

research legal, technical and scientific phraseology to find the correct translation

Proofread and edit final translated versions

SUBTITLING AND PROOFREADING – LINGUAL CONSULTANCY

Subtitling and proofreading tv shows and content for children

Read given material and research industry-specific terminology

Ensure translated content conveys original meaning

Prepare subtitles for movies and TV shows

Cross-reference specialized dictionaries and translation tools to check quality of translation

Proofread translated texts for grammar, spelling and punctuation accuracy

Follow up with internal team members and clients to ensure translation meets their needs

SUBTITLING AND PROOFREADING – DSE STUDIO

Subtitling and proofreading tv shows and content for children

VOICE-OVER AND TRANSLATION – CHENGDU ELITE INFORMATION TECHNOLOGY CO.

Voice-over and translation

SUBTITLING AND PROOFREADING – ZOO DIGITAL

Subtitling and proofreading tv shows and content for children

SUBTITLING AND PROOFREADING – STRAKER MEDIA

Subtitling and proofreading tv shows

SUBTITLING AND PROOFREADING – DELUXE

Subtitling and proofreading tv shows and content for children

SUBTITLING AND PROOFREADING – IDC DIGITAL

Subtitling and proofreading tv shows and content for children

SUBTITLING AND PROOFREADING – MOSHI MEDIA

Subtitling and proofreading tv shows

SUBTITLING AND PROOFREADING – JONCKERS

Subtitling and proofreading tv shows

SUBTITLING AND PROOFREADING – VERBOLABS

Subtitling and proofreading tv shows

SUBTITLING AND PROOFREADING – PEQUERRECHO

Subtitling and proofreading tv shows

SUBTITLING AND PROOFREADING – TRANSPERFECT

Subtitling and proofreading tv shows

● **EDUCATION AND TRAINING**

2011 – 2015 – Bucuresti, Romania

CADASTRE CERTIFICATE / BACCALAUREATE DIPLOMA – Technical College of Architecture and Public Works I. N Socolescu – Arhitecture

Address Bucuresti, Romania | **Field of study** Arhitectură și construcții

2015 – 2017 – Bucuresti, Romania

ECONOMIST – Romanian-American University Hospitality And Tourism Management

Address Bucuresti, Romania

● **LANGUAGE SKILLS**

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

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

● **DIGITAL SKILLS**

My Digital Skills

COREL DRAW | Adobe In Design and Photoshop | Microsoft Office | Skype | Zoom | Outlook | Google Drive | Social Media | Internet user | Google Docs | Microsoft Office (Word Excel Powerpoint Outlook) - nivel intermediar-avansat

● **ORGANISATIONAL SKILLS**

Organisational skills

- good organisational skills acquired in working with large teams of people in advertising events (Tassimo - Bucharest Technology Week 2018) (Tassimo - Romexpo) (ATBS - Romexpo)
- working efficiently as a team member
- Time management
- Setting goals
- Working under pressure

● **COMMUNICATION AND INTERPERSONAL SKILLS**

Communication and interpersonal skills

Communication skills acquired as a result of teamwork in events and advertising promotions as a team leader
I have developed my communication skills during my time as a translator also. I am working with multiple clients for establishing the projects coordinates, objectives and deadlines.

● **OTHER SKILLS**

Other Skills

Corel Draw / Adobe Photoshop
Subtitle Edit