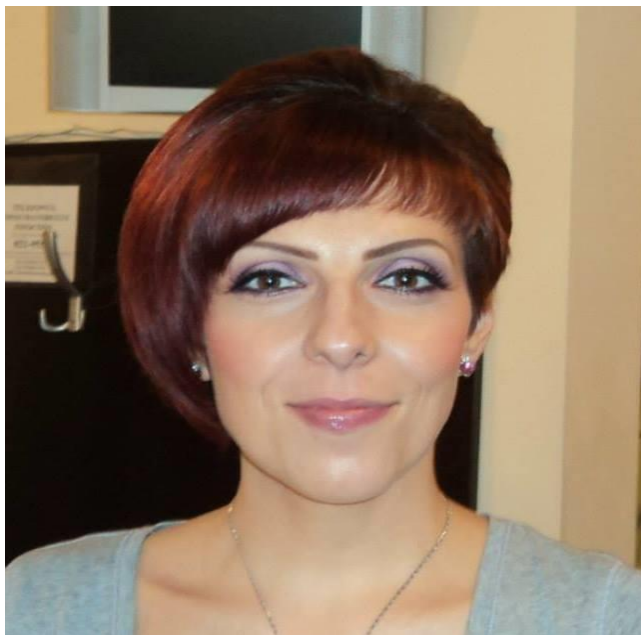


CURRICULUM VITAE



PERSONAL INFORMATION

Name	NASTURAS CARMEN NICOLETA
Address	MARTE NR.17-21, Sanpetru, Brasov, Romania
Telephone	+40744536762
E-mail	carmen.nicoleta.nasturas@gmail.com
Nationality	Romanian
Date of birth	07/ 12/ 1981

WORK EXPERIENCE

- Dates (from – to) September 2021 – present
- Name and address of employer SC BESTRAD SRL - translator/interpreter;
- Type of business or sector Translation and interpretation
- Occupation or position held Full-time translator and interpreter
- Main activities and responsibilities
 - English and Italian authorized translations and interpretation from different fields (legal, economical, medical, technical, etc)
 - Project manager: receiving requests from the clients; making offers/quotations according to the internal procedures; negotiating rates and deadlines; planning projects/setting milestones and deadlines/completing the project (including the financial part & the follow-up); quality assurance; proofreading; using of CAT tools; working under pressure; risk management.
 - English/Italian to Romanian translations performed in SDL Trados Studio for Italian clients
 - Coordinating office activities

Dates (from – to)	April 2019-September 2021
Name and address of employer	SC. COMPUTER GENERATED SOLUTIONS ROMANIA S.R.L.
Type of business or sector	call center
Occupation or position held	Technical support operator for electronic communication services (back office)
Main activities and responsibilities	<ul style="list-style-type: none"> - Technical support in English and Italian for Tumblr users; -Support for Yahoo users, mainly access issue - Yext: Solve problems and answer questions related to software and integrations of customers by email. - Assist a wide range of clients in optimizing the platform. - Provide platform configuration and data management services to partners.

• Dates (from – to)	October 2017 - June 2018
• Name and address of employer	VIA ANDANNE SRL
• Type of business or sector	Education
• Occupation or position held	Kindergarten English Teacher (part-time job)
• Main activities and	Teach English (as optional activity) to preschoolers in day-care facilities, during the school year
Responsibilities	Preparing lessons and activities (games, songs, flashcards, work sheets) suitable to every age group

• Dates (from – to)	December 2006 – April 2019
• Name and address of employer	SC TRADOX EXPRESS SRL - translator/interpreter; administrator
• Type of business or sector	Translation and interpretation
• Occupation or position held	Full-time translator and interpreter
• Main activities and responsibilities	<p>English and Italian authorized translations and interpretation from different fields (legal, economical, medical, technical, etc)</p> <p>Project manager: receiving requests from the clients; making offers/quotations according to the internal procedures; negotiating rates and deadlines; planning projects/setting milestones and deadlines/completing the project (including the financial part & the follow-up); quality assurance; proofreading; using of CAT tools; working under pressure; risk management.</p> <p>English/Italian to Romanian translations performed in SDL Trados Studio for Italian clients</p> <p>Coordinating office activities</p>

• Dates (from – to)	January 2009 – April 2010
• Name and address of employer	SC BIOCONSULT SRL (collaboration contract)
• Type of business or sector	Agriculture
• Occupation or position held	Contract manager, Logistics Manager, Translator/Interpreter
• Main activities and responsibilities	Managing contracts and transport documents, organizing the process of barge loading, organizing the process of truck loading, solving clients' problems regarding contracts, quality of cereals, transports, invoices etc. Attending Agriculture Fairs, translator/interpreter in the meetings with Clients.
• Dates (from – to)	September 2006 – April 2007
• Name and address of employer	University of Bacau
• Type of business or sector	Optional Course
• Occupation or position held	Teacher of English
• Main activities and responsibilities	Teach English as Optional Class to the students of the Faculty of Engineering
• Dates (from – to)	February 2006 – December 2006
• Name and address of employer	Sc Amiro Serv SRL, 11 George Apostu street, Bacau
• Type of business or sector	Translation and interpretation; Managing partner
• Occupation or position held	Full-time translator and interpreter
• Main activities and responsibilities	English and Italian authorized translations and interpretation from different fields (legal, economical, medical, technical, etc)
• Dates (from – to)	April 2005 – February 2006
• Name and address of employer	Sc Pellini SRL, 12 Nicolae Balcescu street, Bacau
• Type of business or sector	Translation and interpretation
• Occupation or position held	Full-time translator and interpreter
• Main activities and responsibilities	English and Italian authorized translations and interpretation from different fields (legal, economical, medical, technical, etc)
• Dates (from – to)	December 2004 – April 2005
• Name and address of employer	Sc Skyfon SRL, 11 Bucharest, Romania
• Type of business or sector	Mobile phone
• Occupation or position held	Sales agent
• Main activities and responsibilities	To conclude contracts for Connex services, sale mobile phones
• Dates (from – to)	December 2003 – June 2004
• Name and address of employer	Sc Asistech SRL, Iasi, Romania
• Type of business or sector	telemarketing – call center

- Occupation or position held
 - Main activities and responsibilities
- Telemarketing operator
To conclude contracts for Telecom Italia services, establish appointments for commercial agents of Fastweb

EDUCATION AND TRAINING

- Dates (from – to)
2020- on going
- Name and type of organisation providing education and training
Deutsch kulturzentrum Brasov
- Principal subjects/occupational skills covered
SPRACHKURS FÜR ERWACHSENE
- Title of qualification awarded
Prüfung Diplom A.2.2. – starting B1.1 on the 27th of April 2021. Planning to achieve C1
- Dates (from – to)
2007 -2008
- Name and type of organisation providing education and training
City Hall of Turin - Italy
- Principal subjects/occupational skills covered
Scholarship – Master dei Talenti
Team leader and supervisor of young volunteers for the Project “Se non ora quando”
- Title of qualification awarded
Diploma
- Dates (from – to)
2004 -2006
- Name and type of organisation providing education and training
University of Bacau, Faculty of Letters
- Principal subjects/occupational skills covered
Master of Science of Communication and Language
- Title of qualification awarded
Dissertation Diploma
- Dates (from – to)
2000 -2004
- Name and type of organisation providing education and training
University of Iasi, Faculty of Letters
- Principal subjects/occupational skills covered
Italian and English Languages and Literatures
- Title of qualification awarded
Bachelor degree in Foreign Languages and Literatures
- Dates (from – to)
1996 -2000
- Name and type of organisation providing education and training
Vasile Alecsandri High school

organisation providing
education and training

- Principal
subjects/occupational
skills covered

- Title of qualification awarded

English and French

Baccalaureate Diploma

**PERSONAL SKILLS
AND COMPETENCES**

*Acquired in the course of life
and career but not necessarily
covered by formal certificates
and diplomas.*

MOTHER TONGUE

ROMANIAN

OTHER LANGUAGES

ITALIAN

- Reading skills
- Writing skills
- Verbal skills

excellent
excellent
excellent

ENGLISH

- Reading skills
- Writing skills
- Verbal skills

excellent
excellent
excellent

FRENCH

- Reading skills
- Writing skills
- Verbal skills

good
basic
basic

GERMAN

- Reading skills
- Writing skills
- Verbal skills

good
basic
basic

**TECHNICAL SKILLS
AND COMPETENCES**

*With computers, specific kinds
of equipment, machinery, etc.*

BASIC KNOWLEDGE OF PC: WORD, OPEN OFFICE, POWERPOINT, EXCEL

OTHER SKILLS AND COMPETENCES <i>Competences not mentioned above.</i>	2000- Certificate of translator with average knowledge 2001 - Certificate of Foreign Language Ability, “Babes Bolyai” University, Cluj 2004 –Graduation certificate of the pedagogic modulus (scholastic psychology, pedagogy, method of teaching, pedagogical practice, educational communication, assisted instruction on pc) 2005 - Authorization by the Ministry of Justice no. 13332 for Italian and English 2014 - Cedes Cercetare Dezvoltare Bucharest - Travel Agent and Tour Guide Course March 2021- German A.2.2. Prüfung Diplom – Centrul Cultural German Brasov; - keep learning (currently B.1.1)
DRIVING LICENCE(S)	Driving licence B