



Claudia-Maria Halas

Date of birth: 24/09/1976 | **Nationality:** Romanian | **Gender:** Female | **Phone number:**

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ABOUT ME

I am a very open, positive and sincere person. I am very motivated in what I do and I have a great deal of ambition. I am always ready to discover and learn new things. People who know me would describe me as a very hard working person, and in the same time as a very well organized one.

In my spare time I like to read a lot, to surf on Internet and to take long walks in the nature.

WORK EXPERIENCE

28/02/2001 – CURRENT Pecica, Romania

TRANSLATOR FREELANCER

28/02/2009 – 31/07/2009 Oradea, Romania

TECHNICAL TRANSLATOR EUROPEAN DRINKS

Legal and technical translations.

31/12/1999 – 30/04/2005 Gothenburg, Sweden

PATIENT CARE ASSISTANT GOTHENBURG CITY

Taking care of old people, of people with disabilities, delivering food, administrating medication

30/09/2003 – 31/10/2003 Gothenburg, Sweden

PHONE INTERVIEWER MEDICAL RADAR

Interviewing French doctors over the telephone

31/08/1998 – 30/12/1998 Pecica, Romania

FRENCH TEACHER LICEUL TEORETIC "GHEORGHE LAZĂR"

Teaching French to primary school children.

31/05/1996 – 31/07/1997 Pecica, Romania

OFFICE ADMINISTRATIVE ASSISTANT ASTRA LEGNO

Administrative secretary, small accounting bookkeeping.

EDUCATION AND TRAINING

30/09/2005 – 30/06/2008 Arad, Romania

BA - PROFESSIONAL TRANSLATOR/TEACHER (ENGLISH & FRENCH) UVVG Arad

Field of study Literature and linguistics | **Final grade** 9.35

30/09/2013 – 31/05/2015 Kalmar, Sweden

MASTER PROGRAMME IN INFORMATION SYSTEMS - COURSES Linneaus University

Field of study Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs) |

Type of credits ECTS | **Number of credits** 87

31/07/2001 – 31/05/2005 Gothenburg, Sweden
SEPARATE COURSES University of Gothenburg

Field of study History and archaeology , Inter-disciplinary programmes and qualifications involving humanities , Languages not further defined , Literature and linguistics , European Studies, Geography, Scandinavian culture

Type of credits ECTS | **Number of credits** 171

31/08/1991 – 30/06/1995 Pecica, Romania
BAC Liceul Teoretic "Gheorghe Lazăr"

LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

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

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

DIGITAL SKILLS

Microsoft Powerpoint | Outlook | Google Docs | Zoom | Social Media | Skype | LinkedIn | Organizational and planning skills | Written and Verbal skills | Microsoft Office | Good listener and communicator | Presenting | Team-work oriented

ADDITIONAL INFORMATION

JOB-RELATED SKILLS

CURRENT
Freelance translator

Freelance translator (working full-time since 2007) specialized in the translation of EU legislation, summaries of legislation, medical news, reports, certificates and legal documents, software, website content, user manuals. Some examples of documents translated about EU/Institutions/European policies, etc.: summaries of legislation, EU affairs, university-related courses.
In terms of subtitling experience: transcription/translation.
Some examples of experience in EU/Institutions/European policies, etc. subjects include: EU Parliament videos, interviews, interpreter, medical transcription
Time spent working as a post-editor or translator (in years): 20 years
Post-editing and/or Translation currently accounts for 100% of my total income.

OTHERS SKILLS

CAT tools

Translation Workspace XLIFF Editor, Memsource, Trados 2021, MateCat, Wordbee Google speech recognition, wochit.com, MemoQ

COMMUNICATION AND INTERPERSONAL SKILLS

Au pair Taking care of small children: 1-4 years old/9 years old; a cultural exchange living and studying in Sweden
01/11/1999 – 01/05/2005

DRIVING LICENCE

Driving Licence: B

NETWORKS AND MEMBERSHIPS

CURRENT

Lenovo INSiders Part of the Lenovo INSiders advocacy group joining together computer/IT passionate people from across the world

VOLUNTEERING

31/12/1992 – 31/12/2008 Pecica, Arad (Romania)

Scout leader and secretary Leader and administrative secretary at the local organization of scouts

HOBBIES AND INTERESTS

Reading, taking walks in the forest, taking care of my pets.