

PERSONAL INFORMATION

Roxana Mohan



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JOB APPLIED FOR

WORK EXPERIENCE

07/11/2016–Present

Senior Translator and Reviewer

vidaXL Romania, Bucharest (Romania)

- EN-FR
- Translation of the products' technical user manuals in Livewords and CMS;
- Translation of the products sold (title, description, specifications) in Livewords and CMS;
- Translation of the advertisements for the marketing department in Netherlands;
- Improving old translations;
- Checking eBay titles for grammar errors and compliance with the platform's rules;
- Translations for the marketing department (Netherlands) (Google Ads, Facebook ads);
- Proofreading and review of the translations performed by the freelance translators contracted;
- Jira tickets (translation and review).

01/08/2015–06/11/2016

Quality Assurance Project Manager (Localization & technical translations)

Freelancer, Bucharest (Romania)

- Ensuring the compliance of the target language (French) with the French style language (grammar, formatting, etc);
- Collaborating with freelance translators, editors and proofreaders while operating within a set budget;
- Editing and formatting finished projects so that they resemble the source files and original documents as closely as possible
- Keeping the track for the translation quality level of the translators (freelancers all over the world) contracted;
- Meeting the unique needs of each project to produce the best results possible;
- Pair of language - English to French.

24/02/2011–31/07/2015

Translator

Orion Elektronikai kf Budapest, Bucharest Branch, Bucharest (Romania)

- Translation (EN-RO) of user manuals and technical specifications for the electronics and home appliances sold by the company

01/01/2009–23/02/2011

Junior Translator

Orion Elektronikai kft Budapest, Budapest (Hungary)

- Translation (EN-RO) of user manuals for the products commercialized by the company (electronics, home appliances)

EDUCATION AND TRAINING

01/10/2011–01/07/2013 **Masters degree in Accounting and Audit**
Faculty of Business Administration, Babes-Bolyai University, Cluj-Napoca (Romania)

01/10/2003–01/07/2007 **Bachelor degree in Economics and Management**
Faculty of European Studies, Babes-Bolyai University, Cluj-Napoca (Romania)

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1	C2	B2	B2	C2
	DELF B1, B2				
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills Working with Trados 2017, WordFast