

PERSONAL INFORMATION

Alexandra Roman



 Alba Iulia (Romania)

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Nationality Romanian

PERSONAL STATEMENT

Romanian<>English/French certified translator
Project Manager

EDUCATION AND TRAINING

2007–2008 **Master's program: Conference interpreting**
Babeş-Bolyai University, Cluj-Napoca (Romania)
Faculty of Letters, Major in English, Minor in French

25/02/2008–27/02/2008 **Internship**
EU institutions, Brussels (Belgium)
Conference interpreting internship that offered me the opportunity to learn more about the way interpreters work at the European Commission and Parliament.

2007 **DELE Spanish language diploma (Diploma de Español como Lengua Extranjera)**
Ministry of Education (Spain)

2006 **DALF French language diploma (Diplôme Approfondi de Langue Française)**
Ministry of Education and Research (France)

2003–2007 **Bachelor's degree**
Babeş-Bolyai University, Cluj-Napoca (Romania)
Faculty of Letters, Department of Applied Modern Languages, Translation and Interpreting, Major in English, Minor in French

WORK EXPERIENCE

01/2018–Present **Project manager**
Datamundi BVBA (Belgium)
Freelancer recruitment, testing and support, quality check, software testing, writing documentation and guidelines, project management.

07/2019–07/2021 **Translator**
Text Expert Traduceri, Alba Iulia (Romania)
Written translations from and into Romanian, English and French.
▪ **Technical:** instruction manuals, patents, standards, descriptions of materials, substances, equipment, industrial works, expert reports, certificates.

- **Legal:** contracts, judgments, power of attorney, company statutes, investigation files, certificates, internal regulations, agreements, notifications.
- **Medical:** doctor's letters, descriptions of medical products and devices, studies, medical documents, test results, professional certificates.
- **Finance-Business:** statements, income certificates, business plans, company registration certificates, insurance documents, bills, mandates, employment documents.
- **Education:** diplomas, transcripts, certificates, various documents issued by educational institutions.

07/2017–05/2019 **Data Entry & Invoicing Operator**
 Rhenus Midi Data Romania, Alba Iulia (Romania)
 Logistics: data entry, data processing, invoicing.

07/2009–09/2016 **Translator/Linguist**
 SDL Language Weaver, Cluj-Napoca (Romania)
 Translation, post-editing, quality check, data cleaning, editing, evaluation and analysis, software testing, project management, semantic annotation, writing documentation and guidelines, creation of customized automated translation engines.

PERSONAL SKILLS

Mother tongue(s) Romanian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1
Spanish	B2	B2	B2	B2	B2

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

Communication skills

- communication abilities acquired during my studies and experience as a translator
- ability to adapt quickly to different work environments and open to team work
- ability to create a clear, structured, argued speech

Organisational / managerial skills

- good management skills acquired as a result of my project management work (building and training the team, task distribution, support, result monitoring and checking, feedback)

Digital skills

- good command of the Microsoft Office suite (Word, Excel, Powerpoint)
- good command of the Computer Assisted Translation (CAT) tools: Trados Studio Professional 2019 and memoQ
- good command of ABBYY FineReader (OCR application)

Other skills

Volunteer for environmental campaigns and event management (art exhibitions, presentations, debates, film screenings, concerts)

Driving licence B

ADDITIONAL INFORMATION

References**Datamundi BVBA**, translation technology provider

Gert Van Assche, manager

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