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| Curriculum vitae  Europass |  | | | | | | | | | | | | | | |
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| Personal Information |  | | | | | | | | | | | | | | |
| Surname / First name: | Sfeta Anda Maria | | | | | | | | | | | | | | |
| Address: | 129 Dezrobirii, Bl. G25, ap. 6, Craiova, Dolj County, Romania | | | | | | | | | | | | | | |
| Telephone | - | | | | | | | Mobile phone: | | | | +4.0735.514.155 | | | |
| Fax | - | | | | | | | | | | | | | | |
| E-mail | anda.sfeta@gmail.com | | | | | | | | | | | | | | |
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| Nationality | Romanian | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| Birth date | July 31st 1981 | | | | | | | | | | | | | | |
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| Gender | feminine | | | | | | | | | | | | | | |
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| Targeted job / Occupational Field | Translator / Translations | | | | | | | | | | | | | | |
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| Professional Experience |  | | | | | | | | | | | | | | |
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| Period: | August 2005 – present day: | | | | | | | | | | | | | | |
| Position: | Beginning with August 2005, I dedicated myself to the freelance translation activity, primarily as a part-time job, in addition to the translator & assistant manager position I filled back then, and then since May 2006 as constant and continuous activity. My professional collaborations include large translation agencies in Romania: ACTIVE TRANSLATORS, BIROUL DE TRADUCERI CHAMPOLLION, SWISS SOLUTIONS, TRADUCEMBINE, and abroad: POLILINGUA (Latvia), SEMATIS (Switzerland) and STEALTH (Northern Ireland). The translation fields vary from miscellaneous documents (diplomas, birth certificates, etc.) to specific documents such as technical manuals (my main specialty both for German and English; I translated large amounts of technical documentation for SIEMENS ROMANIA, NOKIA and ALVARION Ltd.), projects from the legal field, tender documents (several the following companies: SIEMENS, ALCATEL, ALVARION, ANSALDO NUCLEARE S.P.A), insurance documents (ASIBAN S.A, AUDATEX), custom clearance documents (DELAMODE ROMANIA), business and economic (PRICEWATERHOUSE COOPERS), aircraft industry (CARPATAIR, BANEASA AIRPORT), marketing agreements, proposals, strategic plans, content schedules, business proposals, IT & telecommunication-related documents such as webpages, information reports, document management software, SAP programs, trading platforms.  During my 13 years of experience I accumulated over 30,000,000 words translated from English and German into Romanian, in the fields mentioned above. | | | | | | | | | | | | | | |
| Main activities and responsibilities | **English and German Translator & Assistant Manager -** Translation and proof reading of materials, in accordance with the source, project delivery in due time, error correction, documentary evidence, receiving & making calls to clients, booking appointments, drafting presentations. | | | | | | | | | | | | | | |
| Name and Address of the Employer: | MONDOPACK TRADING S.R.L | | | | | | | | | | | | | | |
| Type of Activity or Activity Field | Manufacturer of packaging machinery and parts; imports | | | | | | | | | | | | | | |
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| Period | *September 2004 – May 2006:* | | | | | | | | | | | | | | |
| Main Activities and Responsibilities: | I worked for a company whose main object of activity was the production and import (manufacturer of packaging machinery and importer of sanitary ware). I initially occupied the position of assistant manager (very beneficial for my technical knowledge), then I was assigned with the development and administration of a new company of the group that dealt exclusively with sanitary ware imports from China. My responsibilities included: budget determination, establishing contact with the suppliers, elaboration of orders, handling the custom clearance documents, following the orders and the translation of the technical documentations of the products from English into Romanian and assistance in their sale on the Romanian market. | | | | | | | | | | | | | | |
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| Education and Training |  | | | | | | | | | | | | | | |
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|  | **February 2005 – Following an exam, I obtained a translator certificate issued by the Ministry of Culture for the German language (economic field).** | | | | | | | | | | | | | | |
|  | **June 2005 – I obtained the state-certified translator certificate issued by the Ministry of Justice for both English and German.** | | | | | | | | | | | | | | |
| Period | *2000-2004* | | | | | | | | | | | | | | |
| Obtained degree | Philology Degree | | | | | | | | | | | | | | |
| Main studied objects / professional skills | I studied English as main subject and German as second language. | | | | | | | | | | | | | | |
| Name and type of the institution | University in Craiova, Faculty of Letters, English – German Department. | | | | | | | | | | | | | | |
| Period | *1996-2000:* | | | | | | | | | | | | | | |
| Name and type of the institution | „Theoretical High School Elena Cuza” (College) Craiova, “Foreign Languages” class, where I had the opportunity to intensively deepen my knowledge in English and German, taking part in foreign language contests, with excellent results. | | | | | | | | | | | | | | |
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| Personal Aptitudes and Skills |  | | | | | | | | | | | | | | |
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| Native language: | Romanian | | | | | | | | | | | | | | |
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| Known foreign languages | English (certified translator), German (certified translator), Spanish, Italian | | | | | | | | | | | | | | |
| Self-evaluation |  | | | Understanding | | | | | Speaking | | | | | Writing | |
| European level (\*) |  | | | Listening | | Reading | | | Conversation | | Oral speech | | | Writing | |
| English |  | | |  | Excellent |  | Excellent | |  | Excellent |  | | Excellent |  | Excellent |
| German |  | | |  | Excellent |  | Excellent | |  | Excellent |  | | Excellent |  | Excellent |
| Spanish |  | | |  | Good |  | Good | |  | Good |  | | Good |  | Beginner |
| Italian |  | | |  | Good |  | Good | |  | Beginner |  | | Beginner |  | Beginner |
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|  | Communicative, sociable, organized, punctual, detail and results oriented, receptive to team work and thirsty for knowledge. | | | | | | | | | | | | | | |
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| Organizational skills | Organized, punctual, detail and result-oriented, receptive to team work, excellent compliance with deadlines and ability to work under high pressure. | | | | | | | | | | | | | | |
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| Computer skills  CAT TOOLS | Windows 10  Office 316 (Word, Excel, Access, Power Point, Outlook), Acrobat Reader  SDL Trados Studio 2017  Across  MemoQ (client’s license)  Memsource  XBench (quality assurance) | | | | | | | | | | | | | | |
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