**Krisztina** **Hermann**

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**Professional experience**

**Translator**

Period: 2010-11 - present

Company, location: FORTECH SRL, Cluj-Napoca

Occupational field: Translations

*Tasks and responsibilities:*

* *mainly technical translations (software specifications, function descriptions),* *mostly from German to English (sometimes vice versa, resp.* *in isolated cases from/to Romanian);*
* *organization of the translation process: effort estimations, distribution of documents to members of the translation team and reporting about the activities of the team;*
* *internal company newsletter (preparation, editing, content);*
* *management of the company library*

**Freight forwarder**

Period: 2007-09 - 2010-11

Company, location: KBS Sped SRL, Odorheiu Secuiesc

Occupational field: Logistics

*Tasks and responsibilities:*

* *negotiation and signing of freight orders / contracts;*
* *tracking of the transport;*
* *creation / completion of necessary documents;*
* *tracking payments, payment receipts;*
* *responsibility for certain areas of our ISO program*

**Language teacher – German and English**

Period: 2006-09 - 2007-08

Company, location: “Tamási Áron” High School, Odorheiu Secuiesc

Occupational field: Education

**Education**

**Master’s degree** **/** **Postgraduate education**

Period: 2005 - 2006

Babeş-Bolyai University, Cluj-Napoca

Faculty of Letters

*Master:* *German-Romanian Intercultural Studies*

**Bachelor’s degree**

Period: 2001 – 2005

Babeş-Bolyai University, Cluj-Napoca

Faculty of Letters

Major: German language and literature

Minor: English language and literature

*2004 – one semester aboard: TU* *Chemnitz,* *Chemnitz,* *Germany,* *scholarship within the Erasmus educational program*

**Certifications, skills and competences**

**Certified translator since 2014, languages: Hungarian, German, English, Romanian**

**Possibility to issue invoices﻿**

**Driver’s license: Category B**

***Computer skills:*** *MS Windows & Linux (*Ubuntu)*, MS Office Programs, GNU Image Manipulation Program, Atlassian Tools Confluence and Jira, work with Subversion Revision Systems (RapidSVN, SmartSVN)*

***Organizational skills:*** *Experience in the area of logistics, experience in the organization of team activities*

*Good communication and cooperation skills*

***Language skills:*** *Hungarian – mother tongue, German – fluent, English – fluent, Romanian – fluent*