## Curriculum vitae **Europass**

## **Personal Information**

First Name / Last Name

Codrea Boeriu, Andreea Nicoleta

Address 7, Mozart st., building 7, entrance B, apt. 23, Bucharest, Romania

Mobile Phone +40 742 028 918

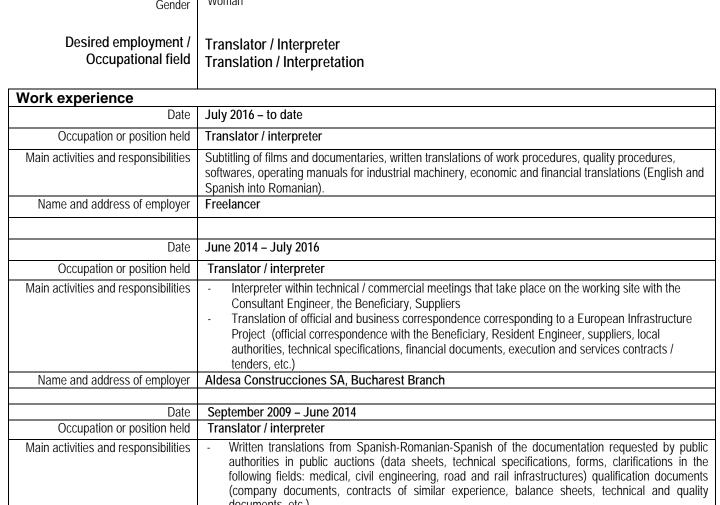
> Skype ID andreea.codrea

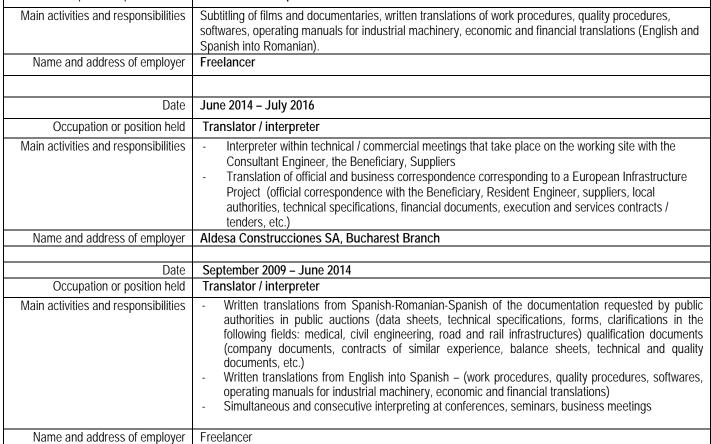
> > andreeacodrea@gmail.com E-mail

Romanian Nationality

Sibiu, Romania, 5th December 1978 Place and Date of Birth

> Woman Gender







Date	May 2009 – September 2009 and September 2004 – December 2005				
Occupation or position held	Translator / interpreter				
Main activities and responsibilities	<ul> <li>Translation of technical and quality control documentation, manuals / working instructions in the tool-machinery and bearings production fields. The translations were performed mostly from English, Spanish and German into Romanian.</li> </ul>				
	<ul> <li>Quality documents (working instructions, courses for professional training, evaluation forms after the professional trainings, etc.)</li> </ul>				
	- Consecutive interpretation for the training program of the Romanian labor force, delegated at the Spanish subsidiary of the Schaeffler Group (Spanish-Romanian-Spanish)				
	- Translation of the Group `s Management Manual form German into Romanian				
Name and address of employer	INA SCHAEFFLER, ROMANIA, Aleea Schaeffler, nrº 3, Brasov (Automotive)				
Date	Fohruary 2004 May 2000				
Occupation or position held	February 2006 – May 2009 Administrative Clerk / Translator / interpreter				
Main activities and responsibilities	•				
iviairi activities ariu resportsibilities	Written translations of contracts, personal documentation, interpreting for Romanian employees in Spain, administrative and logistical activities				
	Spain, administrative and logistical activities Spanish classes for Romanian employees				
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Name and address of employer	Self-employed in San Sebastián, Spain (Transport/Trade /Distribution)				
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Education and training					
Dates	October 2002 July 2002				
Title of qualification awarded	October 2002 – July 2003 Social Communication and Public Relations				
Principal subjects/occupational					
skills covered	Communication and Public Relations				
Name and type of organization	Babeş-Bolyai University, Cluj-Napoca, Romania, Faculty of Sociology and Social Assistance				
providing	2000 Solita Grittoloky, Siaj Haposa, Komania, i adaky si Sociology and Social Assistance				
Level of studies according to the	Masters degree				
national or internationa					
classification					
Dates	October 1998 – July 2002				
Title of qualification awarded	Specialist in European Studies				
Principal subjects/occupational	UE institutions, European History, Management, Marketing, Foreign Languages (English, Spanish),				
skills covered	Communication				
Name and type of organization providing	Babeş-Bolyai University, Cluj-Napoca, Romania, Faculty of European Studies				
Level of studies according to the	Academic studies				
national or international					
classification					
Personal skills and competences	5				
Native tongue	Romanian				
Other languages	Understanding		Speaking		Writing
	Lietonina		Spoken	Spoken	Written expression
	Listening C1 - Proficient user	Reading C1 - Proficient	interaction C1 - Proficient	production C1 - Proficient	C1 - Proficient user
Spanish	- Triolicient user	user	user	user	CI - Proficient user
	C1 - Proficient user	B2 -	B2 -	B2 -	B2 - Independent
English	41	Independent	Independent	independent	user
		user	user	user	

Social skills and competences	<ul> <li>Multi-cultural personality – Multi-cultural personality - because I lived and worked abroad I had the chance to meet people of different nationalities and to better understand their culture and way of life, which is essential in this profession.</li> <li>Communication skills, sociability</li> </ul>		
Organizational skills and Competences	<ul> <li>Organizational sense - I like to structure / plan my professional activity on short, medium or long term depending on the deadlines and/or interpreting dates</li> </ul>		
	- User of Microsoft Office: Word, Excel, Power Point and OpenOffice; email		
Technical skills and competences	and Internet; ERP		
	- Office, Internet, ERP		
Computer skills and competences	- TRADOS 2009, MemoQ 2015 – translation software		
Other skills and competences	- Certified (sworn) translator/interpreter for the language combination Romanian-Spanish-		
	Romanian (nr. 29557/2010, issued by the Ministry of Justice, Romania)		
	- Diploma de Español como Lengua Extranjera (DELE) – intermediate level – Spanish		
	international certificate issued by the Cervantes Institute in Bilbao, Spain		
Hobbies	Travelling, reading, cinematography		
Driving license	B Category, Romania		
Availability to travel	Ability to travel up to 50% of the working time		