

# 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  
 E-mail [andreeacodrea@gmail.com](mailto:andreeacodrea@gmail.com)  
 Nationality Romanian  
 Place and Date of Birth Sibiu, Romania, 5th December 1978  
 Gender Woman

Desired employment /  
Occupational field **Translator / Interpreter  
Translation / Interpretation**

<b>Work experience</b>	
Date	<b>July 2016 – to date</b>
Occupation or position held	<b>Translator / interpreter</b>
Main activities and responsibilities	Subtitling of films and documentaries, written translations of work procedures, quality procedures, softwares, operating manuals for industrial machinery, economic and financial translations (English and Spanish into Romanian).
Name and address of employer	<b>Freelancer</b>
Date	<b>June 2014 – July 2016</b>
Occupation or position held	<b>Translator / interpreter</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Interpreter within technical / commercial meetings that take place on the working site with the Consultant Engineer, the Beneficiary, Suppliers</li> <li>- Translation of official and business correspondence corresponding to a European Infrastructure Project (official correspondence with the Beneficiary, Resident Engineer, suppliers, local authorities, technical specifications, financial documents, execution and services contracts / tenders, etc.)</li> </ul>
Name and address of employer	<b>Aldesa Construcciones SA, Bucharest Branch</b>
Date	<b>September 2009 – June 2014</b>
Occupation or position held	<b>Translator / interpreter</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Written translations from Spanish-Romanian-Spanish of the documentation requested by public authorities in public auctions (data sheets, technical specifications, forms, clarifications in the following fields: medical, civil engineering, road and rail infrastructures) qualification documents (company documents, contracts of similar experience, balance sheets, technical and quality documents, etc.)</li> <li>- Written translations from English into Spanish – (work procedures, quality procedures, softwares, operating manuals for industrial machinery, economic and financial translations)</li> <li>- Simultaneous and consecutive interpreting at conferences, seminars, business meetings</li> </ul>
Name and address of employer	<b>Freelancer</b>

Date	May 2009 – September 2009 and September 2004 – December 2005																																
Occupation or position held	Translator / interpreter																																
Main activities and responsibilities	<ul style="list-style-type: none"><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><li>- Quality documents (working instructions, courses for professional training, evaluation forms after the professional trainings, etc.)</li><li>- Consecutive interpretation for the training program of the Romanian labor force, delegated at the Spanish subsidiary of the Schaeffler Group (Spanish-Romanian-Spanish)</li><li>- Translation of the Group`s Management Manual from German into Romanian</li></ul>																																
Name and address of employer	INA SCHAEFFLER, ROMANIA, Aleea Schaeffler, nrº 3, Brasov (Automotive)																																
Date	February 2006 – May 2009																																
Occupation or position held	Administrative Clerk / Translator / interpreter																																
Main activities and responsibilities	Written translations of contracts, personal documentation, interpreting for Romanian employees in Spain, administrative and logistical activities Spanish classes for Romanian employees																																
Name and address of employer	Self-employed in San Sebastián, Spain (Transport/Trade /Distribution)																																
Education and training																																	
Dates	October 2002 – July 2003																																
Title of qualification awarded	Social Communication and Public Relations																																
Principal subjects/occupational skills covered	Communication and Public Relations																																
Name and type of organization providing	Babeş-Bolyai University, Cluj-Napoca, Romania, Faculty of Sociology and Social Assistance																																
Level of studies according to the national or international classification	Masters degree																																
Dates	October 1998 – July 2002																																
Title of qualification awarded	Specialist in European Studies																																
Principal subjects/occupational skills covered	UE institutions, European History, Management, Marketing, Foreign Languages (English, Spanish), Communication																																
Name and type of organization providing	Babeş-Bolyai University, Cluj-Napoca, Romania, Faculty of European Studies																																
Level of studies according to the national or international classification	Academic studies																																
Personal skills and competences																																	
Native tongue	Romanian																																
Other languages	<table><tr><th colspan="2">Understanding</th><th colspan="2">Speaking</th><th>Writing</th></tr><tr><td></td><td>Listening</td><td>Reading</td><td>Spoken interaction</td><td>Spoken production</td><td>Written expression</td></tr><tr><td rowspan="2">Spanish</td><td>C1 - Proficient user</td><td>C1 - Proficient user</td><td>C1 - Proficient user</td><td>C1 - Proficient user</td><td>C1 - Proficient user</td></tr><tr><td>C1 - Proficient user</td><td>B2 - Independent user</td><td>B2 - Independent user</td><td>B2 - independent user</td><td>B2 - Independent user</td></tr><tr><td>English</td><td></td><td></td><td></td><td></td><td></td></tr></table>					Understanding		Speaking		Writing		Listening	Reading	Spoken interaction	Spoken production	Written expression	Spanish	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	B2 - Independent user	B2 - Independent user	B2 - independent user	B2 - Independent user	English					
Understanding		Speaking		Writing																													
	Listening	Reading	Spoken interaction	Spoken production	Written expression																												
Spanish	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user	C1 - Proficient user																												
	C1 - Proficient user	B2 - Independent user	B2 - Independent user	B2 - independent user	B2 - Independent user																												
English																																	

Social skills and competences	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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>
Technical skills and competences	<ul style="list-style-type: none"> <li>- User of Microsoft Office: Word, Excel, Power Point and OpenOffice; email and Internet; ERP</li> </ul>
Computer skills and competences	<ul style="list-style-type: none"> <li>- Office, Internet, ERP</li> <li>- TRADOS 2009, MemoQ 2015 – translation software</li> </ul>
Other skills and competences	<ul style="list-style-type: none"> <li>- Certified (sworn) translator/interpreter for the language combination Romanian-Spanish-Romanian ( nr. 29557/2010, issued by the Ministry of Justice, Romania)</li> <li>- Diploma de Español como Lengua Extranjera (DELE) – intermediate level – Spanish international certificate issued by the Cervantes Institute in Bilbao, Spain</li> </ul>
Hobbies	Travelling, reading, cinematography
Driving license	B Category, Romania
Availability to travel	Ability to travel up to 50% of the working time