



Andreea Gheorghe

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📍 Bucharest

👤 31 years

♀ Female

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🌐 <https://www.bestjobs.eu/en/cv/5a9d8060d687e>

About me

- ✔ I have a driving licence
- ✔ Interested in part time offers / projects
- ✔ Available for remote jobs

Spoken languages

Romanian
Native

Italian
Advanced

English
Advanced

Spanish
Medium

Professional experience

English teacher

Altruist Kids Academy

3 months · January, 2020 - present

Subtitler

Bollywood TV in Bucharest, Romania

6 months · October, 2019 - present

I translate movies, series and news for the TV program Bollywood HD.
The subtitles are made from English to Romanian according to the scripts.

Translator remote

Freelance in Bucharest, Romania

4 years 9 months · July, 2015 - present

I translate movies, tv-series, articles and books from English to Romanian, Romanian to English and from Italian to Romanian.

English teacher

BRITANICA LEARNING CENTRE in Bucharest, Romania

2 months · November, 2017 - January, 2018

Teaching English using Cambridge materials for the YLE starters, movers and flyers tests.
Students' ages were from 6 to 12 years old.

Senior manager

in Bucharest, Romania

9 months · January, 2016 - October, 2016

Working as a full-time manager I've had many responsibilities.

I was involved with the HR department by actively participating when an interview process was scheduled and also whenever a new employee was hired.

For the finance department, I was checking the daily and monthly reports.

For the IT department, I was making sure the employees had all our applications up to date and properly working.

English trainer

Aph in Bucharest, Romania

1 year 2 months · July, 2014 - September, 2015

English teacher/ trainer. Working with modules of grammar, medical, law and business English.

*employed as a freelancer

Route settlement clerk

Coca-Cola HBC Romania in Bucharest, Romania

10 months · May, 2010 - March, 2011

Data entry for all the invoices and refunds received from the drivers. Working with the physical archive.

Handing over the cash to the bank every end of the shift.

I use to make immediate invoices for supermarkets.

I was in permanent contact with the warehouse and the dispatcher.

Credit Analyst

Garanti Bank SA in Bucharest, Romania

1 year 10 months · September, 2008 - July, 2010

Working front office, checking the authenticity of the documents for credits, insurances or credit cards.

Sending the documents over to the headquarters for approval.

Working with Microsoft Office and fill in daily and monthly reports of activity within the office.

Education

University of Bucharest

History, Master / Postuniversity degree, Bucharest

2 years · 2016 - 2018

Interdisciplinary master's degree in medieval history, language and literature.

I had courses in medieval history, iconography, art, architecture, Latin and Cyrillic paleography, hermeneutics, poetry, and literature.

University of Bucharest

Foreign Languages and Literature, University (graduate), Bucharest

3 years · 2012 - 2015

Modern languages

English/Italian.

Besides the usual courses, we have also had courses in economy

microeconomics, macroeconomics, marketing, management and

accountancy, law civil law, European Union law, commercial law, IT

Microsoft Office, HTML

Bachelor degree paper in Italian Glossario bilingue IT-RO degli strumenti e degli attrezzi medici Bilingual glossary IT-RO of medical instruments and devices.

Colegiul Tehnic Energetic

Mechanics, High School / Vocational School, Bucharest

4 years · 2004 - 2008