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| **Ioana Popa** |
| Date of birth: 05/27/1986Current address: Str. Ion Campineanu, nr. 9, BucharestPermanent address: Calea Bucuresti, bl.21, sc. A, ap.11, PitestiPhone: +40-748147401E-mail: iwaarashi@gmail.com*Self-motivated and organized professional with over 8 years experience in translation and interpretation. Over 3 years experience in dealing with Japanese clients. Project management experience in PR & marketing. Graduated in Japanese & English linguistics, specialized in international communication and translation techniques, with individual qualifications in negotiation and marketing.* |
| **Education History** |
| **NARA UNIVERSITY OF EDUCATION (NARA , JAPAN )** | Graduate 3/2014Degree: Master |
| ***Education/ Intercultural studies***Japanese culture, Japanese ethnology, Japanese education curriculum, Intercultural communication. |
| **BUCHAREST UNIVERSITY (BUCHAREST, ROMANIA)**  | Graduate 6/2010Degree: Master  |
| ***Japanese / Japanese Studies***-Japanese language, Japanese culture, Japanese politics, Japanese economy, translation techniques; Japanese media studies-graduated magna cum laude-organized or helped in the organization of numerous Japanese culture events***Japanese Language/ English Language and literature***Graguate 7/2008Degree: Bachelor |
| -Japanese language and culture; Japanese literature; -English language and literature; linguistics |
| **Work History** |
| **G2 TRAVEL BUCHAREST**( Travel ) Tour Operator 2014/05- present **COORDINATOR EXECUTIVE FOR THE JAPANESE MARKET**(Career Level : Entry level) * Monitoring and coordinating groups travelling to Europe from Asian countries(Japan, China, Thailand, Indonesia) with more than 1600 groups coordinated/ month
* Solving emergencies concerning the groups and updating the clients in real time. Liaising with suppliers and Sales Office managers.
* Directly managing the relationship with customers, due to an excellent feedback from clients.
* Achieving a profit of over 20.000 EUR/ month though negotiation and sales skills.
* Starting with April 2015, **Senior Coordinator for the Japanese Market**, with tasks including managing the team and the schedule, training new staff.
* In charge with organizing meetings with Tokyo and Osaka Sales Office
* Reporting to Tokyo Head office Manager, with monthly reports and case investigations.

**JAPAN INFO** Online information site about Japan2015/05- present **FREELANCE ARTICLE WRITER** * Writing articles about Japan on various subjects (culture, tourism, literature, movie, religion etc)
* 10 submissions so far, all with very good reviews

**YARAKU INC. TOKYO** ( Translations )Japanese translation agency2013/11-present **JAPANESE-ENGLISH TRANSLATOR**(Career Level : Freelance)* Translating and proofreading documents/web pages from Japanese to English, and English to Japanese, under a very tight deadline.

 **SANA TRAVEL BUCHAREST**  ( Travel ) Japanese Travel agency |
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| **DEPARTMENT MANAGER**  ( Job Category : Marketing/PR   Career Level : Entry level)  | 2009/10 - 2011/09  |
| -managing the relationship with customers, acquired over 1200 new clients in less than 3 months-partner with tour operators and with ground handlers in order to ensure the best services-in charge with the PR strategy for the products (Japan tours or Japanese cultural events) of the company**BUCHAREST JAPANESE LANGUAGE SCHOOL** (Education)Japanese Language School**JAPANESE LANGUAGE TEACHER** 2010/01-2011/09(Entry level)-teaching Japanese language to Romanian students, as well as English to Japanese students-creating advertisements for the school(PR for the classes, as well as for cultural events(speech contest, karaoke contest etc) organized by the school)-Japanese to Romanian/English translations, as well as daily interpreting from Japanese to Romanian and EnglishOthers:* Various translation and interpreting jobs for Japanese cultural events in Romania(Kabuki show in Sibiu 2008-3 weeks, Noh play in Bucharest 2009- 2 days, Bunraku play in Bucharest 2009-1 week)
* **2009-present: Freelance translator for various translation agencies in Bucharest (economy, law, history, geography, politics etc.**)
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| **Skills** |
| **LANGUAGE SKILLS*** Japanese – Advanced;
* English – Advanced;
* French-Advanced;
* Spanish- Intermediate;
* Italian- Intermediate.

**COMPUTER SKILLS**Microsoft Office: Advanced(more than 14 years of experience)JAVA: Beginner(less than1 year of experience)HTML: Beginner(less than 1 year of experience)   **PERSONAL SKILLS** |
| -good organizational skills(more than 20 projects organized and supervised)-ability to work under pressure and manage multiple tasks at the same time-good leadership and management of the situation-more than 3 years of customer service experience-creative and competitive, good team work-excellent attention to details-excellent analytical abilities-ability to work independently Certificates:**-Japanese language proficiency test N1**(2008), -**Business Japanese Test J1+(**2013)-**Dalf French Language Certificate** C1, C2(2007)-**English Proficiency Certificate**(2005)-IT Competence Certificate(2005)-Codeacademy – JAVA course completed(2014) |