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| **Ioana Popa** | |
| Date of birth: 05/27/1986  Current address: Str. Ion Campineanu, nr. 9, Bucharest  Permanent address: Calea Bucuresti, bl.21, sc. A, ap.11, Pitesti  Phone: +40-748147401  E-mail: [iwaarashi@gmail.com](mailto: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 3/2014 Degree: Master |
| ***Education/ Intercultural studies*** Japanese culture, Japanese ethnology, Japanese education curriculum, Intercultural communication. | |
| **BUCHAREST UNIVERSITY (BUCHAREST, ROMANIA)** | Graduate 6/2010 Degree: 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 7/2008  Degree: 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 Japan  2015/05- 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 agency  2013/11-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 | |
| |  |  | | --- | --- | | **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 English  Others:   * 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.**) | | | |
| **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) | |