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| EuropassCurriculum Vitae |   |
| Personal information |  |
| Surname(s) / First name(s) | Cojocaru Mara-Monica |
| Address(es) | 8A, Duiliu Zamfirescu Street, Cluj-Napoca, Romania |
| Telephone(s) |  | Mobile: | +40-747-017276 |
| E-mail | mara\_tatu@yahoo.com  |
| Nationality | Romanian |
| Date of birth | 05/01/1976 |
| Gender | Female |
| Desired employment / Occupational field | Translator/Reviser |
| Work experience |  |
| Dates | **November 2006 – present**  |
| Occupation or position held | Freelance translator and reviser |
| Main activities and responsibilities | Collaboration with different translation companies from Romania and from abroad (translation, proofreading).Translations/revisions mostly in the following fields:* European Union documents - Translations for the following DGs of the European Commission/EU agencies: TAXUD, COMP, OLAF, NEAR, BUDG, EACEA, EMPL, JLS, TRADE, SANCO, ECHA, JUST, FRA, EMA, EMCDDA, PETI, COR, EESC, AGRI etc.
* Legal texts (Criminal Judgments, contracts)
* Medical (various types of documents – medical records, laboratory test reports, medical care plans, results of ultrasound/MRI/CT examinations, discharge summaries etc.)
* External relations
* UK government
* Business documents
* Marketing
* Environment protection
* Agriculture
* Culture and audio-visual services
* Regional development
* Telecommunications
* Social assistance
* Technical translations (especially in the printing industry), technical manuals
* Websites
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| Dates | **2002 – April 2007** |
| Occupation or position held |   Translator and reviser (collaborator) |
| Main activities and responsibilities | Translator and reviserwithin The European Integration Ministry project [translation and revision of the Community acquis in such fields as: external relations, environment protection, wine (oenology), animal health and zootechnics, agriculture, culture and audiovisual services, regional development, telecommunications], in collaboration with SC Poliglot Service SRL, Cluj-Napoca |
| Name and address of employer | SC Poliglot Service SRL, 5, ap. 27, Castanilor Street, 400341, Cluj-Napoca, Romania |
| Type of business or sector | Translation and interpreting |
| Dates | **2001 - 2002** |
| Occupation or position held | Translator (collaborator) |
| Main activities and responsibilities | Translatorwithin the PHARE 9706.01.02 – C project (translation of the Community acquis) - viticulture, zootechnics, environment protection - in collaboration with SC Poliglot Service SRL, Cluj-Napoca |
| Name and address of employer | SC Poliglot Service SRL, 5, ap. 27, Castanilor Street, 400341, Cluj-Napoca, Romania |
| Type of business or sector | Translation and interpreting |
| Dates | **November 1998 – November 2005** |
| Occupation or position held | Translator – International Relations Responsible |
| Main activities and responsibilities | technical translations (printing industry, packaging); business correspondence; acquisition of raw material, spare parts and consumables from abroad |
| Name and address of employer | SC Rottaprint Prodimpex SRL, 78, Traian Mosoiu Street, 400132, Cluj-Napoca, Romania (http://www.sunimprof.ro/en.html) |
| Type of business or sector | Printing house |
| Education and training |  |
| Dates | **1998-1999** |
| Title of qualification awarded | Diploma of advanced studies (American Studies) |
| Principal subjects/occupational skills covered | History and Geography of the United States, American Mass Media and Communication, Elements of Institutional Culture, American Literature and Philosophy, Regional and Universal Judicial Systems for the Protection of Individuals |
| Name and type of organisation providing education and training | “Babeș – Bolyai” University, Cluj-Napoca, RomaniaFaculty of History and Philosophy |
| Level in national or international classification | ISCED 5A |
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| Dates | **1994-1998**  |
| Title of qualification awarded | Bachelor’s Degree in Philology |
| Principal subjects/occupational skills covered | English and French (translations into and from Romanian), British and French Civilization and Culture; British and French History; Sociology; Psychology; Economics; Marketing; Accounting; Informatics; Law (public and private law; commercial law, employment law); International Business RelationsTranslations (English-French, French-English); Administrative Institutions; Communication Techniques; Civilization, Culture and Mass Media (English/French); Community Law – studied within the Tempus scholarship during the period Feb. – June 1997 at the Rennes II University, Rennes, France (Department of Applied Modern Languages – LEA).  |
| Name and type of organisation providing education and training |  “Babeș – Bolyai” University, Cluj-Napoca, RomaniaFaculty of Letters, Department of Applied Modern Languages |
| Level in national or international classification | ISCED 5 |
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| Dates | **1990-1994** |
| Title of qualification awarded | Secondary Education Diploma |
| Name and type of organisation providing education and training | “Liviu Rebreanu” High School, Bistrita, RomaniaDepartment of Foreign Languages (English - French) |
| Personal skills and competences |  |
| Mother tongue(s) | Romanian |
| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  | C1 | Proficient user | C2 | Proficient user | C1 | Proficient user | C1 | Proficient user | C2 | Proficient user |
| French |  | C1 | Proficient user | C2 | Proficient user | C1 | Proficient user | C1 | Proficient user | C2 | Proficient user |
|  | (\*) Common European Framework of Reference for Languages |
| Social skills and competences | Good communication skills, adaptability, seriousness |
| Computer skills and competences | Windows 11, Microsoft Office (Word 2016, Excel 2016, PowerPoint), Google Chrome, CAT tools (SDL Studio 2017, memoQ) |
| Other skills and competences | sports (athletics, tennis, cycling) |
| Driving licence | Category B |
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| Additional information | Certified translator by the Romanian Ministry of Justice (English/French/Romanian), authorization no. 4733/2001 |
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