


PERSONAL INFORMATION

Mihaela-Cristina Sărac-Luncașu

 Aleea Biruinței 5/ 5, 550335 Sibiu (Romania)

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 mihaela_c_l@yahoo.com

Sex Female | Date of birth 25/09/1979 | Nationality Romanian

PREFERRED JOB

Translator

WORK EXPERIENCE

2003–Present

Certified translator. I collaborate with various companies, public authorities and law firms

Ghițescu Laura Violeta Notary Public, Sărac Mircea Law Office, Suciul & Asociații Law Firm, Professional Translations SRL (Timisoara), Fritzmeier Engineering SRL, Tondach Romania Produktion SRL, Tondach Romania Vertrieb SRL, Asenticon SRL, Compania de Investiții și Logistică SRL, Integralis SRL, Jakobs Administrare SRL, Jakobs Productie SRL, Benninghoven Sibiu SRL, Retter Projectmanagement SRL, Nord Drivesystems SRL, Wienerberger Sisteme de Căramizi SRL, A. Toth Translations Agency - Braunschweig, Germany, The Romanian Ministry of Public Finance - The Public Finances General Directorate of Sibiu, Domier Consulting SRL, Lindner SRL

- Domains: economics, IT, law, marketing, engineering, literature, constructions, industrial automation

2005–2006

Translator and assistant manager

SC Wittmann & Partner SRL Sibiu

Business or sector IT

2004–2005

Translator and assistant manager

SC Hutten International SRL Sibiu

Business or sector Industrial construction

2003–2004

Translator and assistant manager

SC European Business Service SRL, Sibiu

Business or sector Business consultancy

2002–2003

Translator and interpreter

Centrul Regional de Formare Continuă pentru Administrația Publică Locală Sibiu

Business or sector Public administration

2001–2002

Translator and desktop publisher

SC Treasure Solutions SRL, Sibiu

Business or sector Information and communication

2006–Present

German teacher

Lic. Teor. "C. Noica", Col. Nat. "A. Saguna", Lic. Teor. "O. Ghibu", Col. Nat. "O. Goga", CSEI Nr. 1, Sc.

Gimn. Nr. 13, Sibiu

Exam evaluator at the language certificate exam Deutsches Sprachdiplom II Stufe

EDUCATION AND TRAINING

2011–2012 **Masters in Business Management** ISCED 7
 Universitatea Româno-Germană Sibiu, Facultatea de Științe Economice
 Logistics management, methods and techniques of business management, leadership and business ethics, commercial law, business change management, marketing management, business evaluation, management of projects with international funds, human resources strategies etc.

1 Nov 2010–14 May 2011 **Within The Trepan-Project: Entrepreneurship and Venture Creation (in English)** ISCED 7
 Universitatea ISCTE din Lisabona, Lisbon (Portugal)
 Foundation of the Entrepreneurial Process; Psychosocial Processes in Entrepreneurship; Innovation and Business Strategy; Marketing Planning; Logistics and Production Management; Human Resources Manag. and Negotiation; Management Information Systems; Legal Framework of Business Creation; Investment and Financing Analysis; Financial Planning and Short-Term Financial Management; Taxation; Technology and Intellectual Property

2003–Present **Certified translator for German, Romanian and French, certificate no. 10261/ 2003**
 The Romanian Ministry of Justice

1998–2002 **Licensed philologist** ISCED 6
 Universitatea "Lucian Blaga" - Sibiu, Facultatea de Litere, Istorie și Jurnalistică
 Philology, German and French literature and linguistics

1998–Present **German language certificate Deutsches Sprachdiplom II Stufe - C1**

1994–1998 **Final secondary-school examinations in German**
 Liceul Teoretic "Brukenthal" - Sibiu, the foreign languages section
 German was studied as mother tongue.

PERSONAL SKILLS

Mother tongue(s) German, Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
French	C1	C1	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills - love teamwork;
 - adaptability to multicultural environments, due to my work experience in various foreign companies;
 - excellent communication skills gained as a translator and a teacher

- Organisational / managerial skills** - excellent organisational skills, due to my work as an assistant manager, a translator and a teacher
- Job-related skills** - very good at quality control (translator, proofreader and exam evaluator for the German language certificate Deutsches Sprachdiplom II Stufe)
- Computer skills** - blind typing;
- good command of office suite (Word, Excel, PowerPoint) and Linux Office;
- very good command of the CAT tool OmegaT
- Other skills** - goal-oriented;
- flexible;
- attention to details