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| Ramona mihai Active Romanian Senior TranslatorSenior Vendor ManagerFormer Head of Talent in translationsArticles writer/editorLife & Business Coach in my free time*Challenge to impact business’s lives***Contact: +40.748.010.394,** [**https://www.linkedin.com/in/romaniantoenglishtranslator/**](https://www.linkedin.com/in/romaniantoenglishtranslator/) |

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| ProfileFully qualified Romanian linguist and Vendor Manager with fluency in English. Professional background with experience as a freelance linguist and head of linguists within a variety of industries since 2006.**CONTACT DETAILS:**Str. Gheorghieni 15 – 17,Sector 5, Bucharest, RomaniaEmail: ramonastc@gmail.com **INVITATION FOR EVENT****February 23rd** – Conducted a 2 hours seminar on how to rekindle the connection and harmony in a relationship (couple, children, business) using the 6 human needs.Where? At CCU Community.**LANGUAGES**Romanian nativeEnglish bilingualFrench SpanishFINAL CLIENTSLego, BMW, IKEA, Nestlé, L’Oréal, Yves Rocher, Visa, Primark, Scribd, Next Direct, Zalando, Polytex Romania, Hypertherm, Cisco, Siveco, Trading 212, etcCAT ToolsWebcattMemoQOther client platformSubtitle EditXTM WorkbenchServicesTranslationEditing and QAArticle writingVendor Management**SKILLS**Business extended knowledgeOutstanding leadership skills Excellent CommunicatorKeen eye for detailResults oriented |  | EDUCATION****Translator Certification from Ministry of Justice******Lucian Blaga University, Bachelor of Arts, Translator and Interpreter** diploma, (Sep 1999–Sep 2000)Entrepreneurial Intense course with Marius GheneaJune 6th, 2021 – July 6th, 2021 How to develop and master a business and create a start-up from scratch.****Life Coach Certification, Robins & Madanes Core 100 Training,**** *https://rmtcenter.com*Training in Assertive CommunicationJune 2020 with Daniela IrimiaEXPERIENCE**CEO and Head of Talent in Translations** since 2006 – 2014 at Intely Tech, Romania* Responsible for hiring new linguists, translators, editors and copywriters
* Performance and QA tracking
* Conducted daily meetings to ensure process efficiency
* **Business Partners’ relationship responsible**
* **Project management**

**Senior Vendor Manager** at Craft Worldwide, New York <https://www.craftww.com/> since 2014-2017* Part of the IPG Group of companies, along with Coca Cola, Nestle, L’Oreal, Microsoft, Cisco
* Worked in direct contact with L’Oreal, Paris managers to ensure allocation of copywriters in different locations. I successfully hired 2 on-site copywriters in 2 days
* Worked within a global environment employing and managing qualified third party translation and localization suppliers which included translators, reviewers, DTP, engineers and voice over artists to meet the needs of the business including budgetary and financial KPIs
* Recruited new vendors for the business to build the domain expertise in marketing, and IT and for pairing with language requirements
* Created and supplied translation sample tests to evaluate the skills and potential of new vendors
* Managed professional relationships with existing translators within the network to ensure the retention of high quality professionals
* Held responsibility for vendor rate negotiation and management including performance tracking and QA management
* Dealt with any issues arising from vendors’ work, including quality expectations and project targets
* Worked closely with PMs to ensure a balanced and best fit allocation of projects to the international team
* Attended and participated in weekly meetings for updates and communication of business needs
* Post any jobs that need to be advertised on relevant job boards
* Promote newly recruited linguists to the appropriate teams
* Assist PMs on a daily basis with vendor-related issues
* Issue POs, assist vendors with payment/tax related paperwork, ensure all payment queries from vendors are dealt with quickly and professionally
* Build and develop relationships with the freelancers to ensure they feel valued and have a keycontact for any questions
* Strategize with direct manager to find a viable means of making processes more efficient, contribute to refined system for testing and qualifying linguists
* Effectively manage time, resolve unforeseen issues and keep team members apprised of schedule changes; triage and prioritize multiple tasks
* Be knowledgeable in the translation industry, including leaders, competitive rates.

**Vendor Manager** at Sprung Translations, 2020 – 2021<https://www.sprungtranslations.com/>* Strategize with CEO to find a viable means of making processes more efficient, contribute to refined system for resourcing, interviewing and hiring translations project managers in Life Sciences.
* Complete the entire recruiting and onboarding process

Since 2006 - Independent Senior Translator and Vendor Manager with a focus on multiple industries like: IT, Fashion, Cryptocurrency, Casino, Trainings, Content writing, Technical, Medical General, Subtitles, General, Marketing***Among translations agencies working with***: ProTranslating, a BIGLanguage company, since 2014 – presentFeenix Language Solution, Bangalore, since 2007 - 2022Toppan Digital Language, UK, since 2022 – presentLanguage Inspired, Latvia, since 2022 – presentTask Force, Ukraine, since March 2023 – present – Forbes customersKey Content, UK, since 2022 – present – articles editorMatinee Multilingual, UK, since 2013 – presentTekom Vertalers, Holland, since 2014 - presentSemantix, Stockholm, June – July 2022Burravoe Translation, UK, since 2013 – present |