**SIMONA IANCU**

**PERSONAL DETAILS**

Address: 2 North Road, W5 4RW, London, UK

Mobile: 07715210399

Email: translating.interpreting@yahoo.co.uk

Nationality : Romanian (Permanent Right to Live an d Work in the UK)

Driving Licence: full, current, clean UK licence

**PERSONAL PROFILE**

A multi-skilled, reliable and talented translator and interpreter with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

**SKILLS AND ATTRIBUTES**

* Well presented with excellent communication, negotiation and interpersonal skills
* Ability to interact effectively with people at all levels with tact and diplomacy
* Highly organised and methodical with excellent time management and prioritisation
* Dedicated to providing the highest standards of customer service
* Enthusiastic and self motivated with an eye for accuracy and attention to detail
* Ability to remain calm and focused under pressure and work within strict deadlines
* Welcomes challenges, learns fast and adapts well to new situations and opportunities
* Driven to achieving set goals, reaching deadlines and exceeding expectations
* Ability to lead, motivate and inspire others, a committed team player
* Friendly, approachable, outgoing personality with a positive outlook

**EDUCATION AND QUALIFICATIONS**

* 2018 – KU Leuven, Antwerp, Belgium – Translation Technology Course,

Certification for CAT tools and MT

* 2008-2010 : MASTER DEGREE IN TRANSLATION AND INTERPRETATION

University “Dunarea de Jos” Galati, Romania

University of Trieste, Italy – Scuola Superiore di Lingue Moderne per Interpreti e traduttori

Modules included: Translation techniques, Film and document translation, Interpretation Practice, Specific Terminology, Translation Practice with Italian, English, Romanian languages.

CAT tools, MemoQ, SDL Trados , Translation Technology, Terminology Software.

* 2005-2008: BACHELOR DEGREE IN PHILOLOGY (FOREIGN LANGUAGES-ENGLISH AND FRENCH)

Modules included: French language and literature, English language and literature, French Culture, English Culture and history, Grammar, Terminology, Semantics, Phonology, Research Methodology.

**OTHER PROFESSIONAL QUALIFICATIONS**

* Chartered linguist CIOL (Chartered Institute of Linguists)
* Associate member AITI (institute of translation and interpreting)
* 2017 College of Media and Copywriting, UK

Proofreading and Editing Course

Copywriting Course

* 2012-2013 London Teacher Training College , London SW192RR, UK

Diploma in Teaching English to Speakers of Other Languages

* 20012-2013 London Teacher Training College , London SW192RR, UK

 Diploma in Teaching Business English

* 2008-2009 Certificate of Graduation

Department for the training of educational staff (UK QTS Recognised -qualified teacher status-)

* Authorisation for translating and interpreting (English, French, Romanian Languages) Bucharest, Romania, Ministry of Justice. Registered signature and stamp at the Romanian Embassy, London
* I.P.E.C. Excellence Level of English ( BCCI certificate – British Chamber of Commerce for Italy )

**EMPLOYMENT HISTORY**

**2016-present**

**Freelance Sworn translator and interpreter (chartered linguist member CIOL and Associate member ITI )**

* Running a small translation business (Translatedin.uk ltd) which provides translations, revisions and proofreading for Romanian/English/French documents.
* Translating legal, medical, personal and other documents (English-Romanian, Romanian-English)
* Responsible for developing effective and positive relationships with clients
* Identifying and anticipating clients’ needs, and independently managing individual translation projects
* Answering phone calls, emails.
* Ensuring translations are accurate and timely and monitoring progress throughout
* Ensuring proper documentation and billing information
* Preparing translation quotes for clients
* Dealing with customer service issues and resolving any problems or complaints
* Constantly monitoring client service and seeking opportunities for improvement
* Updating the website, writing articles, SEO copywriting, promoting the website and the company

**2016-2017**

**Freelance Copywriter and translator**

**Lanyards Trader LTD, London, UK**

* Writing short focused, concise and engaging material for the website, writing copy for blogs, newsletters, brochures, sales flyers, develop concepts and develop fast turnaround for diverse projects
* Promoting a clients brand image in the best possible way. Carrying out research for articles.
* Involved in writing for campaigns and banners. Presenting various options to clients, ideas, samples etc. Working in a range of different writing styles across various platforms.
* Working with a talented mix of designers, writers and account managers.
* Conducting in-depth telephone conversations with clients. Researching a client, their market and also their competitors.
* Content creation, product descriptions, writing press release, SEO copywriting, article writing, proofreading, blog writing.
* Teaching Business English to interns, apprentices of various nationalities.

**2011-present**

**Freelance sworn translator and interpreter– various projects**

**Kwintessensial and Temple Translations - Ro/En Translator/Interpreter various locations across London**

* Translating documents from Romanian into English and vice versa, Phone interpreting and face-to face interpreting in Court, Hospitals, NHS, Conferences
* Communication with the main offices regarding payments, appointments, deadlines, invoices, etc.
* Everyday update with legal, technical, and medical terminologies and glossaries.

**DBS LAW and Translation Empire – Ro/En Translator/Interpreter various locations across London**

* Translating documents from Romanian into English and vice versa, Phone interpreting and face-to face interpreting in Court, Hospitals, NHS, Conferences
* Communication with the main offices regarding payments, appointments, deadlines, invoices, etc.
* Everyday update with legal, technical, and medical terminologies and glossaries.

**Bostico International – Ro/En Court Interpreter London UK**

* Providing high quality interpreting services in different settings and locations across London
* Communicating with the main offices of the company when issues occur, regarding the timesheets, client’s absence, etc.
* Keeping up to date with the legal procedures and terminologies

**Pearl Linguistics LTD, London, UK**

* Ro/En Interpreter for NHS, Police, Court of Justice, Recruiting Agencies, Schools, Local Councils, etc.
* Providing high quality interpreting services in different settings and locations
* Communicating with the main offices of the company when issues occur, regarding the timesheets, client’s absence, etc.
* Keeping up to date with the legal procedures and terminologies.

**Romanian Embassy in London**

* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from Romanian into English and vice versa. Reviewing and proofreading mother-tongue text. Conducting face-to-face interpreting. Telephone interpreting.

**TECHNICAL SKILLS:**

* CAT Tools, Translation Software, Microsoft Office (Word, Excel, Access and PowerPoint)
* Google Analytics, Adwords.

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| **LANGUAGES** |  |
|  | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | C1 |  C1 | C1 |  C1 | C1 |
|  | Masters Degree and BCCI (British Chamber of Commerce in Italy) |
| FrenchItalian  | B2B1 | B2B1 | B2B1 | B2B1 |  B2 B1 |
|  | Bachelor degree for French Language and Erasmus programme for Italian language |
|  | Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient userCommon European Framework of Reference for Languages |

**INTERESTS**

* Foreign Languages and books in foreign languages
* Travelling and photography
* Teaching English to children and adults in my spare time(private lessons from Basic English to Advanced Level of English)
* Attending languages shows and meetings to keep up to date with the technologies and new software in my area of expertise.

**REFERENCES**

Available upon request.