


PERSONAL INFORMATION

Alina-Maria Zaharia



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POSITION

Higher education teaching professional

WORK EXPERIENCE

01/10/2007–01/10/2012

Teaching Assistant/Research Assistant in Business English

University of Craiova, Faculty of Philology, Department of Foreign Applied Languages, Craiova (Romania)

Main tasks and responsibilities:

- teaching Business English courses to students from the Faculty of Economics and Business Administration;
- academic advisor of students;
- drafting the curricula of the course

- academic research and participation to national and international conferences, colloquia and writing and publishing scientific articles;
- assessment of students (intermediate and final exams)

01/03/2011–Present

Manager, DaF and English teacher, translator

Centrul Lingvistic de Formare Profesionala, Craiova (Romania)

www.centrulingvistic.ro

Position:

founder and manager of the private language school Centrul Lingvistic

Main activities:

- developing the curricula of the English and German language courses according to the European Framework of Languages
- recruitment, training and assessment of teachers
- creating partnerships with national and international companies, institutions, schools and universities (as for example: British Council, Ford S.A., University of Craiova, Mediko GmbH, TELC, ECL, Global LT, Lingoda and many more)
- examiner for international language tests (IELTS, Cambridge, ECL - European Consortium of Languages and Lingoda)
- online marketing for the language classes (English and German as a foreign language for levels A1 - C1, Business English, Medical German and Romanian for Foreigners)

Business or sector Education

01/10/2004–Present

Freelance Translator

Craiova (Romania)

Language pairs:

English-Romanian, Romanian-German, German-Romanian, Romanian-German

Certifications:

Sworn translator since 2005, Ministry of Justice

Certified Professional Member in the international community Proz.com

Technical translator according to the SAE standard, Translation Quality Metric J2450, training seminar Vienna 2013

Areas of expertise:

Economics, Marketing, Management, Law, Medicine, Industry, Consumer Goods, Engineering

Translation services:

Translation, proofreading, interpretation, desktop publishing

Translation CAT Tools:

SDL Trados, Across, MemoQ

01/10/2012–Present **German as a Foreign Language Teacher at the University of Medicine and Pharmacy in Craiova**

Lehrinstitut für Gesundheitsberufe der SHG
Konrad-Zuse-Straße 3a, 66115 Saarbrücken (Germany)
lehrinstitut.shg-kliniken.de

Main activities and tasks:

- part- time teaching: 12 hours per week

- teaching Medical German to students from the University of Medicine and Pharmacy in Craiova

- assessment of the students and preparing them for the summer practice in Germany

Business or sector Human health and social work activities

01/02/2014–Present **Co-founder of the "British and German Cultural Center Lingua Franca", Craiova**

Lingua Franca non-profit association, Craiova (Romania)

Co-founder of the British and German Cultural Center Lingua Franca which is a public library with more than 7.000 titles in German and English. The Cultural Center offers free access to the library and free information and seminars about the British and German culture. It also organises social events.

EDUCATION AND TRAINING

01/10/2001–01/08/2005 **Diploma in Anglo-American and German Studies**

EQF level 6

University of Craiova
A.I.Cuza No.13, 200585 Craiova (Romania)
www.ucv.ro

Anglo-American Studies

German Studies

Literature and Language

Pedagogy and Psychology

Teaching Module

01/10/2005–01/08/2008 **MA in English for Specific Purposes**

EQF level 7

Ruhr Universität Bochum, Bochum (Germany)
<http://www.ruhr-uni-bochum.de/>

English for Specific Purposes

Legal English

Business English

01/10/2007–15/07/2010

BA in Economics and International Affairs (valedictorian)

EQF level 6

University of Craiova, Craiova (Romania)

Economics
Business English
Management
Marketing
International Relations

01/10/2008–01/10/2011

PhD in Philology (English for Specific Purposes)

EQF level 8

University of Craiova, Craiova (Romania)

PhD Thesis: "**A Discourse Analysis of EU Legislative Documents: A Corpus-Based Approach and Translation-Related Problems of Noun Phrases**", coordinating professor: Prof. PhD Ioana Murar

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
German	C2	C2	C2	C2	C2
English	C2	C2	C2	C2	C2

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 - strong written and oral communication skills;
- interpersonal skills;
- ability to work independently;
- ability to work under pressure.

Organisational / managerial skills - leadership and team leading skills (responsible for a team of 5 teachers)
- good management skills
- good organisational skills

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Digital competences - Self-assessment grid

Driving licence B

ADDITIONAL INFORMATION

Certifications

2010: LifeLong Learning Program, Graduation Certificate. Distinction: Trainer, Competences: Trainer for Trainers.

2010: Graduation Diploma of the course "**Special sessions on the following issues: gender equality, equality of chances, non-discrimination, respecting diversity, sustainable development and protection of the environment**" in the framework of the doctoral program financed by the European Social Fund, Contract POSDRU6/1.5/S/14.

2010: Graduation Diploma of the course "**An Introduction to Research Management in the Training Program for Target Groups**" in the framework of the doctoral program financed by the European Social Fund, Contract POSDRU6/1.5/S/14.

2010-2011: MA Psycho-pedagogy post-university course, 2nd level, Teacher Training Center, University of Craiova.

2011: Life-long learning program – Graduating the following course modules of the European project Edu-Antreprenor (<http://www.edu-antreprenor.net/>): Financial Accounting; Financial Diagnosis of the Company; Statistical Methods in Business Management; The Business Plan; Management of the Company; Project management; E-commerce