



DANA STOICA

Nationality: Romanian

Sworn Translator & Interpreter English language

Mother tongue: Romanian

Sworn Translator & Interpreter Spanish language

Email: danastoica@hotmail.com

Mobile: +4 -0722.535.757

Skype: danssys

Ms. Stoica is an **experienced versatile professional** with a demonstrated history of providing **translation and interpretation services in the international business and diplomatic fields.**

She is authorized by the Romanian Ministry of Justice to practice as a Sworn Translator & Interpreter for Spanish <> Romanian and English <> Romanian, and brings a unique combination of legal and business translation expertise.

The significant number of years of **hands-on translation and interpretation practice in legal matters and business contracting and negotiations** enabled her to acquire first-hand knowledge of the **legal terminology and professional jargon, including EU Affairs, and EU acquis.** Her high level of motivation, together with her genuine passion for the translation field, make her a prime candidate.

SCHOLARSHIP AND STAGES ABROAD:

- Excellency Award – “On Spain” - Course on Spanish Social and Economic Background (2006), Madrid, **Spain**, ICEX (Spanish Institute for Foreign Trade) & CECO (Spanish Centre for Economics & Commercial Studies);
- **U.S.A., Peru, Spain, Italy, Belgium, Germany, Switzerland, Greece.**

EDUCATION:

- **MSc. International Economic Relations, Academy of Economic Studies - Bucharest, (1996);**
- David Ogilvy Communication and Public Relation Postgraduate Studies Programme - National School of Political and Administrative Studies - Bucharest, (2004).

EXPERIENCE RECORD:

Freelance Translator & Interpreter Spanish and English language (2011 – onwards)

Interpretation, including simultaneous and consecutive interpretation for high-level events and negotiations, as well as translation of **legal, business and diplomatic documentation, voice recording, media entertainment.**

Translation Areas (*selection*):

- **Subtitling for media entertainment: Netflix, Disney, NBCUniversal;**
- Civil and Criminal Law, International Judicial Cooperation in Civil and Criminal Matters, Extradition Procedures, European Arrest Warrants;
- Occupational Health and Safety - OHSAS implementation, EU directives and regulations, legislation, commercial contracts, technical & commercial offers;
- Technology of Information & Communication - tender documents under EU Operational Programs, legal framework, public acquisitions, commercial contracts, technical & commercial offers;
- Transportation; Oil & Gas – legal framework, tender documents, commercial contracts, technical & commercial offers, sector reports.

Collaborated with **Foreign Diplomatic Mission**, ensuring **Translation, Interpretation**, as well as Protocol & Communication services:

- **Official translations of documentation exchanged between host authorities, government institutions and the Foreign Diplomatic Mission;**
- **Simultaneous and consecutive interpretation for high-level events;**
- Assisted in developing and maintaining of productive relationships with host authorities and government institutions as well as other diplomatic missions;
- Monitored news and events and prepared briefings;
- Prepared agendas and conducted research.
- Assisted with the **Diplomatic Mission’s presence in media and events;**
- Planned and coordinated logistics for official meetings, public initiatives and special events;
- Tracked event resources and budgets.

Tender Manager – Framework Contracts

Lattanzio (2019 - onwards)

- Implement the complete recruitment process, ensure rapid response by analysing the required expert profiles, manage applications, evaluate experts' CV and select candidates for nomination on incoming Requests for Proposals;
- Source appropriate candidates through internal expert database, internal and external networks and online media;
- Ensure CVs of nominated consultants respond appropriately to the requested criteria, negotiate terms and conditions;
- Coordinate the preparation of methodologies, through a combination of direct inputs and collation of technical inputs from external specialised consultants;
- Prepare, check and submit technical and financial offers as per tender procedure requirements;
- Liaise with lead firms and coordinate communications with consortium leader and members;
- Mobilise consultants in a timely manner; ensure that all the necessary contracts are raised and signed before consultants are mobilised;
- Backstop teams in the field by provision of logistic and administrative support;
- Ensure the cost control of contracts; in liaison with accounting staff, ensure that payment invoices are prepared and submitted in a timely manner and ensure timely payments;
- Contribute to the strategic development of the company; assist with the preparation and presentation of strategy meetings.

Business & Office Manager

Previtalia (2010 – 2011)

- Coordination of all services and functions of the local office, represented the company in relationship with key stakeholders;
- Ensured the necessary support for the organization and fulfilment of transnational activities associated to **EU-funded Project, coordination between transnational and local partner, participation in drafting the required reports;**
- Established strategic relationships with regulatory authorities, potential business partners and other relevant stakeholders;
- Provided feedback and information on market, tracking institutional and industry trends, data gathering and analysis, compiling and preparing reports, monitoring institutions, draft legislation and regulatory issues on specific fields of interest;
- **Interpretation services and translation of EU and Romanian legislation related to Occupational Health & Safety, transposition of EU directives and regulations, EU funding instruments and programs, various reports and documentation.**

Office and Project Administration Manager

Unisystems (2007 - 2010)

- Preparation of tenders and presentations for customers and coordination of all proposals activities;
- Business development activities, through identification of new projects, utilizing opportunities to network and meet potential new customers along with providing support to the projects; acted as the Public Relations liaison and contact for PR needs; planning special events and representing company at events, looking for opportunities where the company might receive positive exposure; writing reports for senior management – market research and evolution, available financing lines; prepared and reviewed contracts and legal documents and participate in negotiations;
- Organized and coordinated office operations and procedures: managed relationships with vendors and service providers, contract and price negotiations, revision and renegotiation of pricing and terms with suppliers in order to ensure the provision of products and services at appropriate costs, ensured payment scheduling, checked all expenditure items were allocated correctly;
- **Interpretation services and translation of tender documents under EU Operational Programs, public acquisitions legislation, commercial contracts, technical & commercial offers related to Technology of Information & Communication field.**

Business Development Manager

Mitsui & Co., Ltd. (2004 – 2006)

- Represented the company in various business meetings to promote positive relations with partners, customers, public and private organizations;
- Major account generation and management in public and private sector;
- Identified potential customers, created and closed new business opportunities;

- Built and maintained strong customer relationships, ensuring a high level of customer service was met at all times;
- Gathered market, customer and competition information; Prepared sector reports and sales proposals for prospective customers;
- **Interpretation services and translation of tender documents, commercial contracts, technical & commercial offers, and legislation related to Transportation, Petrochemicals, Oil & Gas fields.**

Marketing Manager

Montgomery Watson Harza (2000 - 2004)

- Researched, identified and monitored business opportunities, assisted in the development of growth strategy for the local office and Central European Region, prepared tender documents and proposals, prequalification documents, technical & commercial offers for financing initiatives such as **EU - PHARE, ISPA, SAPARD, World Bank**, European Bank for Reconstruction & Development. Successfully completed the Proposal Manager roles on preparation and follow-up proceedings for Greenfield Hydroelectric projects in the context of national and international criteria for climate change;
- Responsible for network building, marketing, proposal preparation, presentation design and production, as well as Public Relations for projects in the fields of Energy and Environmental Protection infrastructure; Represented MWH in regional and international conferences and events; Played key role in the identification and management of relationships with local and international stakeholders and international funding agencies;
- Reviewed contracts and legal documents; Participated in contract negotiations on several business opportunities;
- Prepared reports on the energy and environmental sector and the available international financing initiatives, country reports on Energy and Environmental Protection and legal framework applicable to foreign investment;
- **Interpretation services and translation of technical & commercial documents for hydroelectric projects in Romania, Peru, Venezuela, Guyana, commercial contracts, local and international legislation.**

Human Resources Executive

British American Tobacco (1998 –2000)

- Prepared, executed and managed hiring campaigns; Conducted candidate selection and managed recruitment of various positions;
- Provided support to all employees (both local and expatriates), in relation to labour legal requirements in Romania. Drew up and followed both individual employment contracts and civil service agreements; Executed all necessary actions incurred by the compliance with the Labour Code and legislation;
- Designed, maintained and ensured personnel files compliance; Responsible for net salary calculations. Coordinated all human resources activities to ensure salary transfer compliance.

Executive Assistant to Finance & Legal Director

Orange (former Mobilrom - France Télécom Mobile Telephone Operator) (1997 –1998)

- Supported the Director of the Finance & Legal Direction by preparing presentations, reports and translations.
- Prepared agenda and planning activities for the Finance & Legal Direction, scheduled and attended management and board meetings, prepared working agenda, transcribed and distributed minutes;
- Liaison with stakeholders inside or outside the company on behalf of the Finance & Legal Director, coordinated activities with internal departments;
- Prepared and assisted in the implementation of organizational and administrative procedures;
- Maintained office supplies inventory by checking stock to determine inventory level, placing, expediting and verifying orders for supplies.

CONTINUING EDUCATION:

- | | |
|--|--|
| ▪ Becoming a Confident Trainer - Open2Study; | ▪ Advanced Interviewing Skills - British American Tobacco; |
| ▪ Teaching Adult Learners - Open2Study; | ▪ Labour Law - KPMG; |
| ▪ Teaching Skills for Educators - Alison; | ▪ Salary Practice - KPMG; |
| ▪ Introduction to Teaching English as a Second Language - Alison; | ▪ Clever Selling - The People Tuning Company; |
| ▪ 360° Feedback Performance - SkillSoft ; | ▪ Spanish Language - Cervantes Institute, Bucharest / Madrid; |
| ▪ Project Management - SkillSoft; | ▪ Italian Language - Italian Culture Institute, Bucharest. |
| ▪ Time Management - SkillSoft; | |