

Curriculum Vitae

Personal Details

Name: Madalina Vlad
Date of birth: 29.10.1986
Sex: Female
Address: Ploiesti, Romania
Phone number: +40721669415
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Work experience

- **Translator (2010 - present)**

Freelancer

Responsibilities: Since 2010 I have been working as an English-Romanian translator for various clients (main fields: technical, economic, legal, IT, automotive, education).

- **Assistant Manager (2018 - present)**

Focus Fire Protection Systems, Ploiesti, Romania

Responsibilities:

- Answer and direct incoming phone calls, emails, and mail to the appropriate recipients.
- Provide courteous and professional assistance to customers, vendors, and other stakeholders.
- Draft and proofread correspondence, emails, reports, and other documents as needed.
- Maintain an organized filing system for documents and records.
- Assist in the preparation of reports, presentations, and other business documents.
- Assist with the creation and maintenance of databases, spreadsheets, and records.
- Conduct research and compile information for various projects and assignments.
- Translate technical documentation into/from English.

- **Secretary/ Recruiter (2013 - 2018)**

Active Resurse Company, Ploiesti, Romania

Responsibilities: Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases; devising and maintaining office systems; using content management systems to maintain and update internal databases; liaising with staff in other departments and with external contacts; ordering and maintaining stationery and equipment; sorting and distributing incoming post and organizing and sending outgoing post; arranging travel and accommodation for staff, liaising with colleagues and external contacts to book travel and accommodation; organizing and storing paperwork, documents and computer-based information; photocopying and printing various documents, sometimes on behalf of other colleagues; translating documents into / from English.

- **Secretary / Team Coordinator (2010-2012)**

Sprint Curier Express, Ploiesti, Romania

Responsibilities: As a secretary at the office in Ploiesti, I had to take up the daily calls from the dispatcher, to administrate the incomings, to organize the itineraries together with the couriers, to make sure that all the parcels and envelopes were delivered on time, to help the clients track their order and offer them support and information at all time.

- **Data-entry operator (2008-2009)**

Tce Logistica, Ploiesti, Romania

Responsibilities: As a data-entry operator, I had to meticulously check the data from the delivery lists and then enter them into the internal information system.

- **Survey operator (2008-2009)**

Totem Communication, Ploiesti, Romania

Responsibilities: the recruitment and interviewing of the respondents within door-to-door marketing studies.

- **Insurance Broker (2007)**

Total Advisor SRL, Ploiesti, Romania

- **Survey operator (2006)**

Synovate, Ploiesti, Romania

Responsibilities: Recruiting and interviewing of the respondents within door-to-door marketing studies.

Education

2005-2008: English Grammar and Literature - French Grammar and Literature

Oil and Gas University, Ploiesti, Romania

2001-2005: Al. I. Cuza High School, Ploiesti, Romania (Social Sciences)

2015: HSEQ Consulting – “Environment Responsible” Course

Diplomas, awards: Bachelor in Philology, Bacalaureate Diploma

Foreign languages

- English – advance
- French – intermediate

Activities / Interests / Personal skills and competences

- Knowledge of Windows '98/ 2000/ XP/ Vista / 7, 8.1; MS Word, Excel, Outlook, Browsing, SDL Trados, Poedit, Heartsome, MemoQ, Memsource

Driving license: B category (since 2020)