

CONTACT INFORMATION

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PERSONAL INFORMATION

Date of Birth: 17.08.1981
Place of Birth: Craiova, Romania
Nationality: Romanian

EMPLOYMENT HISTORY

2009- present

Freelance ENGLISH/ITALIAN to Romanian Translator

Through various agencies I regularly translate:

TECHNICAL DOCUMENTS:

Use and maintenance manuals, safety data sheets, equipment descriptions and instructions on use of machinery and equipment, technical specifications, various machinery operator messages, declarations of conformity, commercial products, press related documents

Most recent translation projects: Use and maintenance manuals, Software machine for Prima Industrie, User Guide for Huawei, OnStar Instructions for Appen Butler Hill.

Legal documents: Numerous documents of all types, incl. trial transcripts, minutes of depositions, judgments (including a judgment in an admiralty case), pleadings of various sorts, leases, an academic study of taxation law, criminological reports;

A great number of birth and marriage certificates, diplomas, transcripts and testimonials

Financial documents, especially financial statements of Italian corporations;

Pharmacology: an article on the chemical properties of an antibiotic;

Medicine: numerous translations of medical records & drug trial protocols;

Chemistry: patents, laboratory notes, polymer research documentation

CAT TOOLS: Trados 2021, Transit, Phrase, Smartling, Wordbee.

OTHER WORK EXPERIENCE

2025- January 2026 **PROJECT MANAGER** for ALFATRAD GROUP SRL-Brescia Italy- remote position

Main Responsibilities:

- Managing translation projects from order receipt to final delivery
- Coordinating translators, reviewers, and other linguistic resources
- Assigning tasks based on language pair, expertise, and availability
- Communicating with clients regarding project requirements, deadlines, and updates
- Preparing project instructions, reference materials, and glossaries
- Monitoring project progress and ensuring deadlines are met
- Performing quality checks and ensuring compliance with client specifications
- Handling file preparation, formatting, and basic CAT tool management
- Managing budgets, quotes, and project-related invoicing
- Resolving issues related to quality, deadlines, or resources
- Maintaining project documentation and records

2016-2024 PROJECT MANAGER for *TLMG GROUP ITALY SRLS*-Brescia Italy- remote position

2015-2016- PROJECT MANAGER for a translation agency SC Terra Translation SRL

2011- *March 2015* PROJECT MANAGER for a translation agency SC Ideal Data Studio SRL

2011 PART TIME ITALIAN TEACHER

2009-2010 FULL TIME IN-HOUSE TRANSLATOR for an agency in Romania (SC Interprex SRL)

EDUCATION

2010 DEGREE IN ENGLISH AND ITALIAN

University of Bucharest, Romania

2005 Bachelor's Degree in History – Latin Language and Literature, University of Craiova, Romania

OTHER CERTIFICATIONS, COURSES:

SWORN TRANSLATOR/INTERPRETOR certified by the Romanian Ministry of Justice (Italian and English → Romanian) since 2010

Training course- Computer Operator

Core Competencies

Positive attitude. Very precise, reliable with a strong sense of duty and responsibility.

Can work autonomously and/or in a team to reach planned goals. Team leader for the organization of special projects.

Strong ability to perform in technical and/or organizational environment.