

# Monica Elena Chiru

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Romanian native, English & German > Romanian professional translator, content reviewer & researcher, content curator & editor, former public librarian, more than 15 years of experience in medical, marketing, legal, and non-fiction translations, reliable, open-minded, at any moment willing to increase the range of my knowledge and ready to accept new challenges.

## Experience

*September 2005 to now*

### **Freelance translator of English and German, part-time/full-time @ Self-employed sworn Romanian translator**

- carry out translation & localization projects from English and German into Romanian
- use advanced linguistic skills in source and target languages, Trados Studio and also basic digital skills (HTML, JSON Editor, CSS, XML)
- assess the quality of the translation, detect errors, improve the linguistic quality, have an eye for detail
- main fields of expertise: medical, marketing, legal, and non-fiction translations

*April to August 2023*

### **Content Curator & Editor @ CLEAR Global (Translators without Borders), full-time, contract**

- line manage Content Leads during the content curation process, content aggregation, collation and curation, and the launch of a new Content Management System
- lead Content Leads in enhancing the internal content curation strategy
- work with Program Tech and a Content Management System expert to finalize curation processes
- coordinate Content Leads and/or Country Program Officers in their Partner outreach efforts
- support and coordinate Content Leads and/or Country Officers as they participate in the project's UX function (e.g. User Research and/or Usability Testing)

*September to December 2022*

### **Content Lead - Romanian @ CLEAR Global (Translators without Borders), full-time, contract**

- scan information, monitor trends in frequently asked questions and information sources, verify content, review content from multiple sources for accuracy and clarity
- identify most reliable and accurate content streams
- verify content, including information on service providers
- collaborate with partners and information providers to streamline and strengthen information provision across various actors, including municipalities, NGOs, the UN and service providers

*February 2007 to July 2022*

**Public librarian, different departments, full-time @ County Library „Gheorghe Șincai” Bihor, Oradea**

**Librarian, Library Acquisitions Department**

- elaborate the library acquisitions strategy based on budget, content, logistics, capacity
- coordinate with other departments to ensure a proper workflow
- analyze users' needs and purchase books, magazines, newspapers, and audio-visual materials according to the demand and the characteristics of the collections
- analyze book reviews, publishers' announcements and catalogues to keep up with current literature and other available resources and select and purchase materials from publishers, wholesalers and distributors
- manage budgets, keep statistical and financial records

**Librarian, Cataloging Department**

- catalog and classify library resources in the Integrated Library System (Tinread)
- organize information, create metadata for resources by describing a resource, choosing name and title access points, conducting subject analysis, assigning subject headings and classification numbers, and maintaining the system through which the cataloging data is made available
- monitor and modify entries in the library online catalog based on the library standards

**Children's Librarian**

- advice, inform and place the required documents at the readers' disposal
- plan, organize and host events for children
- develop, organize and deliver German language courses to children aged 6 to 10

**Librarian, Old Books and Newspapers, Special Collections Department**

- organize and enter data describing the old English and German books and newspapers in the Integrated Library System (Tinlib)
- advice, inform and place the required documents at the readers' disposal

**Librarian, Public Relations and Marketing Department**

- promote library services and events
- maintain and improve relationship with other institutions and the media

## **Education**

- Bachelor's Degree: English and German Language and Literature, Philology, University of Oradea, 2001-2005
- Master's Degree: European Economic Relationships – Economics of European Integration, University of Oradea, 2005-2007
- Qualification Certificate 5th Level, Nursing Education, Health and Pedagogical Assistance, Henri Coanda Post-Secondary School, 2012-2015

## **Certifications**

- Certificate of Completion – Localization for Developers, LinkedIn Learning, January 2024
- Certificate of Completion – New Skills in Project Management, LinkedIn Learning, October 2023
- Crash Course in Localization, Lokalise, April 2022
- Post-Editing Certification, RWS Group, February 2022
- Certified/sworn translator of English and German, Ministry of Justice, 2005