



# Roxana Mohan

Technical Writer SaaS

## My Contact

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📞 [REDACTED]

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## Foreign Languages

- French - C1 level
- English - C1 level

## Software & Apps

- Trados
- Memsource
- MoveON (SaaS)
- Snagit
- Storylane
- Smartling
- WordFast
- Zendesk
- Jira

## Education Background

- Faculty of Economics, Cluj-Napoca  
*Masters in Accounting and Audit*  
Completed in 2013
- Faculty of European Studies, Babes-Bolyai  
University, Cluj-Napoca, Romania  
*Bachelor of Economics and Management*  
Completed in 2007

## Professional Experience

### ● QS Eastern Europe | Multilingual Technical Writer SaaS

*Aug. 2022 – Present*

Key responsibilities:

- User facing technical documentation for SaaS product (MoveON)
- Involvement in all cross-team (Product Management team, AP team, Support team) communication regarding product development, roadmap planning, system hotfixes & new product releases
- Create descriptive technical content for new product features (text, screenshots, demo videos)
- Translate content from English to French

### ● vidaXL | Senior English-French Translator & Proofreader

*Nov. 2016 – July 2022*

Key responsibilities:

- Translation & Localization of the products' technical user manuals
- Translation & Localization of the advertisements for marketing purposes, SEO content, Facebook & Instagram account
- Proofreading
- User guides creator

### ● Donnelley Language Solutions | Quality Control

*Jan. 2016 – Oct. 2016*

- Key responsibilities:
- Perform monthly quality review analysis and information gathering from all support interaction channels and present it to the upper management
- Design and implement quality management methodologies, special linguistic services (terminology management and maintenance, creation of style guides and definition of tone of voice)

### ● smartword | Project Manager

*Jan. 2014 – Dec. 2016*

- Key responsibilities:
- Creating long- and short-term plans, including setting targets for milestones and adhering to deadlines
- Performing quality control on the project throughout development to maintain the standards expected