



**Native Romanian Translator**

**Curriculum Vitae**

**SIMONA ISPAS**

*Native Romanian translator authorized by the Ministry of Justice for **English** and **Italian***

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**Education:**

- **Bucharest University – Faculty of foreign languages and literature – Translators-Interpreters-Terminologist Department; English-Italian-Portuguese (2005-2008)**

**Courses:**

- University of Pisa, Italy - Distance learning - Italian language and culture Course (2009-2010)
- Italian study course at the Italian Culture Institute Vito Grasso (2007)

**Work experience**

<p>January 2009 - present</p>	<p><b>Independent Translation and Localization Professional</b></p> <p><b>I have experience in the following fields:</b></p> <p>INFRASTRUCTURE: Road Safety Projects, Technical specifications for the electrification of railways, Technical specifications for the rehabilitation of railways, bridges and culverts, Technical specifications for onshore and offshore wind farms, Rehabilitation of transformer electric stations.</p> <p>TECHNICAL: User manuals (electricity meters, gas metering systems, household appliances, solar panels, grinding machines, home entertainment equipment, packaging inspectors, industrial plants for the baking industry etc.)</p>
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	<p>CHEMISTRY: Product specifications, Material safety data sheets (MSDS), Technical data sheets (TDS)</p> <p>IT: Web pages, Software, Manuals &amp; UI</p> <p>MEDICAL: Clinical study protocols, Product descriptions</p> <p>SPORTS: Betting industry manuals</p> <p>LEGAL: Agreements, Certificates and diplomas, Code of conduct and ethics</p> <p>LAW: Romanian Oil and Gas Laws, Romanian Energy Laws, national and/or EU law</p> <p>OTHER: Subtitles and short scripts, brochures and travel guides</p>
August 2014 - April 2016	<p><b>Project Manager-Translator/Reviser at Traducembine</b></p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>- Translation and revision of different specialized documents</li> <li>- Coordinate projects, manage the entire translation cycle, from assigning the right translator/translators team, to reviewing the final translation and delivering it to the customer in due time</li> <li>- Elaborate general project plans, present projects to customers and translators and negotiate project terms (budget, resources, time grids, specific terms)</li> <li>- Draw up work specifications and allocate necessary resources (glossaries, collaborate with the translators to find the right translation)</li> <li>- Overall control of project development (finance, quality, meeting of delivery times)</li> <li>- Offer support and solve problems occurred in any unforeseen situations - Assess project results after delivery, as well as customer satisfaction</li> </ul>
January 2013 - December 2013	<p><b>Internet Assessor at Lionbridge</b></p> <p><b>Responsibilities:</b></p> <p>Evaluating results of a web search, for appropriateness to search query input.</p>
July 2010 - December 2012	<p><b>Metafrasis – Translation company, Bucharest – Romania – In-house translator</b></p> <p><b>Responsibilities:</b></p> <p>I have worked on projects from the following fields:          Business - Financial - Marketing – Commerce - Website - Software - Hardware – Localization - Technical - Equipments - User manuals - Legal - Patents -Film subtitling - Correspondence – Religion</p>
2010 - 2012	<p><b>Garp Business Services, Bucharest, Romania – Freelance Translator/Interpreter</b></p> <p><b>Company activity field:</b> Garp Business Services offers assistance and consulting services for EU fund acquisitions.</p> <p><b>Responsibilities:</b></p> <p>I have worked as a freelance translator/interpreter for the company</p>
2009 - present	<p><b>BRENNTAG, Bucharest – Romania</b></p> <p><b>Freelance translator</b></p>



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	<p><b>Company activity field:</b> Brenntag is the global leader in chemical distribution.</p> <p><b>Responsibilities:</b> I have translated product specifications, safety data sheets and supply agreements. I have also handled customer enquiries and foreign orders.</p>
May 2009	<p><b>FORUM DEVELOPMENT INVESTMENTS</b></p> <p>I have interpreted for the representatives of Holland's Chamber of Commerce during several business conferences.</p>
June 2008 - January 2009	<p><b>CONSIG PROIECT</b></p> <p><b>Company activity field:</b> Consig Proiect is a certified company for activities of design, consulting, works supervision, technical assistance and field investigations related to railways, roads, bridges, art works and civil constructions.</p> <p><b>Responsibilities:</b></p> <p>I have specialized in the technical field (infrastructure, railways, art works-bridges and culverts- civil engineering, highways). I have also interpreted at meetings with foreign consultants in the field of engineering.</p>
<p><b>Miscellaneous</b></p> <p>During my faculty years I have translated scripts and subtitled a number of short films that have appeared at European festivals.</p>	

**PC knowledge:** Microsoft Office suite, SAP, Lotus Notes

**CAT Tools:** Trados Studio 2014, MemoQ, Across, Transit NXT, Wordbee