

CURRICULUM VITAE – ALINA TEODORU

Language pair: English to Romanian

PERSONAL DATA

First name: Alina

Last name: TEODORU

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ROMANIA

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CREDENTIALS

- Freelance Authorization, issued by the Romanian Ministry of Justice in May 2004
- Translator Certificate, issued by the Romanian Ministry of Culture in April 2004, as a follow of a formal examination
- Written English Professional Certificate, issued by the Brainbench Authority in Feb. 2000
- Diplomas of completing two professional seminars, organized by the British Know-How Fund for Book Industry, in 1993 and 1994
- Engineer Diploma, issued by the Polytechnic University in Bucharest in 1980.

WORK EXPERIENCE

- 3 yrs in electronics engineering, with the maintenance department of a plastics manufacturer.
- 8 yrs in design engineering, with a design institute for iron and steel industry
- Since 1992 – proofreading, editing and translating with a large local publishing house. The topics of the books I worked at cover a wide range: electronics, math, physics, computer hardware and software, history, geography, biology, dictionaries, scientific books for teenagers, children's books, textbooks, etc. On page 3 you can find a list of the most relevant book titles I translated over the last 12 years.
- Since 2004 – film subtitling with SDI Media Romania (both first and subsequent translation, QC-ing, re-cueing, etc.). I have completed more than 1,000 projects, both documentaries for TV channels such as National Geographic, Viasat History, Travel, Explorer, and feature movies for TCM, SciFi, TV1000, NBC Universal, Hallmark, AXN, and Animax TV channels.

- Also since 2004 – translation of various documents for a number of multinational translation agencies. The topics of these documents were mainly technical, such as appliance user’s manuals (DVD players, MW ovens, smart phones, mobile phones, etc.), websites, PowerPoint shows and press releases on electronics and IT (ERP, electronic component datasheets, new technologies in electronic industry), work security and health issues on construction sites, EU environmental programs, online gaming websites, cosmetics labels and instructions, and many other.

COMPUTER SKILLS AND EQUIPMENT

- Hardware:– Intel Core 2 Duo, 2.20 GHz, 2 GB of RAM
 - 120 GB hard-disk
 - Laser printer
 - Scanner
 - CD-RW drive
- Software: – OS: Microsoft Windows XP Professional, Ver. 2002
 - Microsoft Office 2003
 - Adobe Acrobat 8.0
 - Mozilla Firefox
 - SDL TRADOS 2007 Freelance Suite
- Permanent cable Internet connection

EDUCATION

- Physics profile in high school
- The 5-yr College of Electronics and Telecommunications of the Polytechnic University in Bucharest
- Foreign languages: – English (a certified translator, English to Romanian)
 - French (reading, very good understanding)
 - Russian (reading only, just to make an idea)

I take pride in my broad general knowledge, which I have acquired ever since a teenager.

REFERENCES

- Mrs Raluca Dimitriu, SDI Media Coordinator in Romania;
e-mail:Raluca.Dimitriu@sdimedia.com
- Mrs Dorina Munteanu, Senior Project Manager, Teora Publishers, Romania
e-mail: dori_munteanu@yahoo.co.uk

I am very detail-oriented and do my best to meet the clients’ deadlines.
Currently I work from home.

Here is a list of the most relevant titles I translated for Teora Publishers.

1. *** *Encyclopedia of Science*, Aladdin Books, 1994
2. Robert Estalella - *Windows to the Universe*, sect. *The Galaxies, The Planets and the Satellites, Our Satellite: The Moon*, Parramon Ediciones, Spain
3. Nicola Baxter - *1000 Questions and Answers*, Bookmart Ltd., 1997
4. Stuart Atkinson - *Understanding...Astronomy*, Usborne Publishing Ltd., 2000
5. John F. Wakerly - *Digital Design Principles and Practices, Third Edition*, Prentice Hall, Inc., 2000
6. Adobe - *Adobe Premiere 6.0 Classroom in a Book*, Adobe Press, 2000
7. Scott Mueller - *Upgrading and Repairing PCs, 14th edition - Introduction, Chapters I, II, and III*, Que, 2002
8. Thomas L. Floyd - *Electronic Devices*, Prentice Hall, Inc., 1999
9. *** *The Kingfisher History Encyclopedia*, Kingfisher Publications, 1999
10. William W. Hewitt - *Self-hypnosis for a Better Life*, Llewellyn Publications, 2005
11. Steve Parker - *The Complete Book of Dinosaurs*, Quintet Publishing Ltd, 2006 (partially)
12. Gerie Bauer - *Numerology for Beginners*, Llewellyn Publications, 2006
13. Helen Young, Chris Oxlade – *Weather & Sky* – Quarto Children's Books, 2006
14. Chris McNab – *The Complete Guide to Dinosaurs and Prehistoric Reptiles*, Marshall Editions, 2006
15. Sue Nicholson, Deri Robins - *The Great Big Art Activity Book*, QED Publishing, 2007 (partially)
16. ETS – *The Official Guide to The New TOEFL IBT*, McGraw-Hill Companies, Inc., 2007
17. David Hughes & Carol Stott - *Discovering the Solar System*, Barron's Educational Series Inc, 2007
18. Phil Capone - *Learn to Play the Guitar*, Chartwell Books, 2007
19. Jacqueline Mitton and Simon Mitton – *The Marshall Children's Guide to Astronomy*, Marshall Editions Ltd, 2008