

PERSONAL INFORMATION

Cristina Peride

51 Rue de la Pacification, Brussels (Belgium)

 0032489184476

peride_cristina@yahoo.com

Sex Female | Date of birth 14/04/1990 | Nationality Romanian

WORK EXPERIENCE

2004 - Present **Personal Assistant/Translator/Interpreter*****Laarbruch Romanian Organisation***

- Provided Administrative and logistical support for a group of British people in Romania
- Ensured logistic support in the organisation of the transport took care of the follow-up, working with the papers and documents needed.
- Coordinated the activity with other agencies, the administrative procedures and processes
- Contributed to the allocation of human/IT or other resources
- Provided secretarial support for the planning, management and follow up the daily activities of the activity
- Assured a productive and harmonious working environment

January 2012 - July 2014 **Translator/Interpreter**
Gameforge

- Translating a game (**4Story**) - for one of the world's leading publishers of free-to-play online games.

EDUCATION AND TRAINING

Masters in Romanian Literature and European Modernism

- Technical University of Cluj Napoca
Faculty of Letters, Baia Mare, Romania

Faculty of Letters – Romanian / English

- Bachelor in Philology. Entitled to teach Romanian/English in pre-academic and college study programs, attended the Psych-pedagogical module – first and second level.

Technical High school

- Natural Resources and Environment Protection
- Specialised technician in food analysis

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
GCSE English					
French	B2	B2	B2	B2	B2
GCSE French					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- Knowledge and understanding of concepts, theories, and basic methods of the field of study and the major; properly employing them in professional communication
- Confident, articulate, and professional speaking abilities
- Proper employment of concepts in the study of General Linguistics, Romanian language and literature, English Language and literature;
- Efficient written and oral communication in both languages – Romanian and English
- Defining the main features of written and oral communication, of receiving and producing different text types (including scientific texts in the humanistic domain)
- Empathic listener and persuasive speaker
- Very good communication skills gained through my experience as a translator and as an interpreter, but also through my education.
- Excellent verbal and written communication skills both in an office environment and with external stakeholders.

Organisational / managerial skills

- Excellent organisational and prioritisation skills
- Delegating tasks or responsibilities
- Planning, budgeting, goal setting, or scheduling
- A genuine desire to achieve, excel and evolve
- Able to coordinate several tasks simultaneously
- Coordinating activities or events
- Excellent common sense, judgment, and decision-making abilities
- Organising people, information, or events
- Proficient in using technology to enhance data and information management
- Self-motivated, hard-working individual
- Focused, versatile, dependable, multi-task oriented, flexible, positive, emotionally stable, able to adapt effectively to challenging and emergency situations.

Job-related skills

- Ability to work well under pressure and to respond quickly to new demands;
- High level of service attitude and discretion, capability to handle confidentiality
- High standards of personal presentation and customer service.
- Ability and willingness to work late nights & weekends.
- A great team player.
- Keen to learn and develop new skills.
- Good Memory
- Very good communication/listening skills
- Detail orientation

Computer skills

- European Computer Driving Licence – ECDL Skills Card
- Proficient with Microsoft Office programmes
- Basic concepts of Information Technology
- Using the computer and managing files
- Spreadsheets
- Database
- Presentation
- Information and Communication

Other skills

- Very keen on sports of any kind
- Professional Football player – Played in the National League since 2009
- I am UEFA Grassroots Charter – C Licence
- I actively participated in a seminar called “Education for Family Life”, organised by YOUTH FOR YOUTH Foundation
- I was the President of Students during college
- Came first in my generation so I was Valedictorian
- For two years I represented the students of my college in the Local Council. I was nominated by vote to be there and take part in the projects that involved all the schools in my city/my county/my country.
- During one national meeting I was awarded the prize for “The best driver”
- I graduated a formation programme called “Introduction to The Management of the Youth Local Council” and held by the Association Master Forum in the PALTIN project, during which I learned how to manage a project, no matter for who we develop it.
- During college I participated in different events and contests in which I came first, like: Romanian Language, Technologies, Informatics, English and French languages, Food analysis

Driving licence

- B