

# Evelina Mihail

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## Objective

To provide translation services that will fulfill the client's needs by accurately reflecting the meaning of the original text.

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## Summary of qualifications

- Translation services for **English to Romanian** and **Romanian to English** language pairs.
- **Native Romanian speaker** and English proficiency.
- Translation certifications.
- Good command of MS Word, Excel.
- Good command of CAT tools: SDL Trados, MemoQ.
- Bachelor Degree in Accounting and Management Informatics.

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## Professional experience

### Freelance translator

May 2016-present

Providing translation and proofreading services for different translation companies, located in Romania and abroad.

### Duties:

- Converting documents from one language into the other, ensuring that the meaning of the source text remains intact.
- Proofreading documents and ensuring that it conforms to the original text in terms of word meanings and grammar.
- Using translation memories to ensure the consistency of the translation.
- Liaising with the project managers to ensure all projects requirements are met.

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## Past projects

### Legal

#### *Natural Persons:*

- certificates • affidavit • applications • protocols • reports • case file • court documents • agreements (sales, service provision, employment, lease)

#### *Legal Persons:*

- company registration documents • legal correspondence • agreements (service provision, sale, lease etc.)

#### *Public institutions:*

- regulations • contracts

### Economic

- tenders • invoices • statements from tax authorities • company policies • operational procedures • budgeting and resource allocation • risk management • business correspondence

### Technical

- operation manuals (appliances, ventilation system etc.) • technical data sheets • test reports • declaration of conformity • pre-feasibility and feasibility study

### Medicine – Pharmacy

#### *Natural Person:*

- medical certificates
- medical examination reports
- medical examination letters
- patient discharge summary
- medical prescriptions

*Legal Persons:*

- medical instruments
- test kit
- medical information leaflets

**Education**

*Natural Persons:*

- diplomas
- certificates
- transcripts
- permits

*Public institution:*

- Syllabus

**Miscellaneous**

- song lyrics, CV, recommendation letters

**Relevant projects**

I have translated a wide range of documents in the area of environmentally friendly energy for a corporate group and for an organization that supports research and development in this area.

Documents include:

- pre-feasibility and feasibility study
- technical specification and guidelines for renewable energy power plants from design to operation
- organizational procedures and policies
- budgeting and resource allocation
- project follow-up

**Translation Certifications**

Language pairs	Field	Issuing institution	Year of acquisition
English-Romanian	Legal Science	Romanian Ministry of Culture, Central Commission for Grating Translator Certificates	2017
Romanian-English	Legal Science		2017
English-Romanian	Medicine-Pharmacy	Romanian Ministry of Culture, Central Commission for Grating Translator Certificates	2016
English-Romanian	Technical		2015
English-Romanian	Economic Science	Romanian Ministry of Culture, Central Commission for Grating Translator Certificates	2015
Romanian-English	Economic Science		2015

**Education**

**Bachelor Degree in Accounting and Management Informatics**

Petroleum-Gas University of Ploiești, Economic Sciences Faculty  
Ploiești, Romania

2009-2015

Acquired skills: Economics, Accounting, Finance

**High School Diploma**

“I. L. Caragiale” Academic High School, Moreni, Dâmbovița  
Specialization: Natural Sciences

2005-2009