

Gabriela Gyorgy

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CAREER OBJECTIVE

To be a useful addition to a dynamic fast paced environment where my degree level education, practical skills and if necessary language expertise can be utilized for the benefit of the organization.

CAREER HIGHLIGHTS

- Assigned and delivered Romanian to English translation of a major environmental certification project
- Managed the flow of translation requirements through the department
- Translated company critical documentation such as sales agreements, company procedures and technical specifications
- Gained significant expertise of the technical language required for the business
- Worked as a self-employed translator finding and managing my own contracts
- Provided interpretation in company meetings at all levels
- Worked closely with upper management, customers and external approval bodies
- Undertook the General Manager's assistant role including secretarial and administrative duties
- Managed accommodation requirements for staff working away from the office
- Generated purchase orders for suppliers in SAGE
- Maintained and updated the company's approved suppliers' records
- Worked as part of the control room and updated the company's database accordingly
- Selected and recommended candidates for job interviews
- Attended staff-management disciplinary meetings
- Managed and updated the company vehicle booking system
- Organized and arranged appointments for property viewings
- Created property brochures and other marketing material
- Maintained contact with vendors and buyers

EMPLOYMENT HISTORY

Self-employed translator and interpreter, January 2020 – Present

Administrator – Sreetons, Estate Agents, September 2018 – November 2019

Personal Assistant – Weedfree Limited, April 2017 – July 2018

Self-employed interpreter and translator (in the UK) 2016 – 2017

Temporary Sales Associate – Watch Station York Designer Outlet, 2016-2017 (2.5 months)

Self-employed translator (in Romania) 2006 – 2015

Translator and Interpreter – SC Astra Vagoane SA (later SC Astra Rail Industries SRL) 2004-2015

KEY SKILLS

- Certified Romanian/English interpreter and translator
- Experienced as PA to senior executives
- Microsoft Office (Word, Outlook), basic experience with SDL Trados 2020
- Foreign language skills – Native Romanian speaker, Italian, French
- Workload management and prioritisation
- Professional approach towards completing tasks
- Team player and self-driven
- Good judge of character and a good listener and advice giver
- Excellent computer skills

QUALIFICATION HISTORY

- Master's Degree – Philology - Business English at "Vasile Goldis" University in Arad, Romania 2006
- Bachelor of Arts in Journalism – English Literature, 2004
- Translator and Interpreter Certificate issued by the Ministry of Justice, Romania

ADDITIONAL INFORMATION

In my spare time I enjoy cycling and also attend weekly fitness classes.

I love to travel and go to concerts as much as possible, as well as reading and going out with friends.

I have a full EU driving license.