

PERSONAL INFORMATION

IRINA ANAMARIA GATLAN

 FRASINET, 120044 Buzau (Romania)

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Sex Female | Date of birth 22 Aug 1985 | Nationality Romanian

STUDIES APPLIED FOR

Licentiate in philology, authorized translator with good communication and organisational skills.

WORK EXPERIENCE

09/03/2011–01/04/2017

Assistant Manager

SC ELMAFLUX SRL, Buzau (Romania)

- organizing business meetings and conferences
- making appointments
- running office machines
- translating from romanian into english and from english into romanian
- managing invoices and payments to suppliers
- forwarding messages, sending fax messages, scanner, correspondence
- maintaining relationships with suppliers and clients
- taking over and directing phone calls
- writing business letters
- elaborating and writing documents requested by the management department
- ensuring administrative support for the departments of the company
- keeping records
- public relations

01/09/2008–01/09/2009

SALES CONSULTANT

TELEKOM ROMANIA, Buzau (Romania)

- maintaining and developing the relationships with clients
- identifying new clients
- achieving the sales plan and the target
- implementing promotional campaigns
- selling the products of the company
- demonstrating the products of the company
- daily reports
- inventory

01/03/2010–Present

AUTHORIZED TRANSLATOR (ENGLISH-ROMANIAN/ROMANIAN-ENGLISH)

PFA GATLAN IRINA ANAMARIA, Buzau (Romania)

- translating documents
- making authorized and legalized translations of:-notarial documents, technical books, medical

records, different documents such as certificates, diplomas, agreements

-interpreter at notarial offices and at the police

EDUCATION AND TRAINING

01/09/2010–Present

AUTHORIZATION TO TRANSLATE ISSUED BY THE MINISTRY OF JUSTICE

EQF level 5

SPIRU HARET UNIVERSITY (FOREIGN LANGUAGES, ENGLISH/SPANISH), Bucuresti (Romania)

General

-English

-Spanish

Occupation

-translating and interpreting

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Bachelor degree in philology TRANSLATION AUTHORIZATION					
Spanish	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

-good communication skills gained through my experience as assistant manager and interpreter
-excellent contact skills gained through my experience as sales consultant

Organisational / managerial skills

-good organisational skills gained as assistant manager
-good planning skills gained as translator
-good interpersonal skills gained as sales consultant

Job-related skills

-distributive attention skills (gained as assistant manager)
-coordinating skills (gained as secretary and translator)
-synthesizing skills (gained as assistant manager)
-researching skills (gained as translator)
-administrative skills (gained as assistant manager)
-examining skills (gained as assistant manager and translator)

Digital competence

SELF-ASSESSMENT

Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Independent user	Basic user	Basic user	Basic user

Digital competences - Self-assessment grid

-good command of WORD and EXCEL

Driving licence B