



F, 14.04.1991, unspecified

Address: Str. Presei nr. 24, jud. Galati

Phone: 0743951800

Email: luiza.pirvu@yahoo.com

Driving License: Cat. B, since 25.08.2012

Military status: n/a

OBJECTIVE

Desired Salary: Unspecifie

Job Type: Full time

Department: Client Service / Call Center, Office / Back-office / Secretarial, Translations

Industry: Call-Center / BPO, Services

Residence city:

Working City: Galati

Career Level: Student

Education Level: College / Bachelor's degree

Availability: anytime

WORK EXPERIENCE

Internship: 01.11.2012 - 01.01.2013

Company: Agentia de Traduceri si Interpretariat Toledo (Toledo Translation and Interpretation Agency)

Working city: Cluj-Napoca

Salary: Nespecificat

Department: Translations

Industry: Services

Responsibilities:

Translation of mainly legal documents, writing and revising in MS Word

Internship: 01.10.2011 - 05.04.2012

Company: S.C. DESIGN 19 S.R.L

Working city: Cluj-Napoca

Salary: Confidential

Department: Marketing

Responsibilities:

Information research for 150 Romanian destinations for tourists, rewording of the information found and writing informative texts posted by the enterprise to a travel website

Internship: 01.03.2011 - 01.05.2011

Company: Agentia de Traduceri Helene (Helene Translation Agency)

Working city: Cluj-Napoca

Salary: Nespecificat

Department: Translations

Industry: Services

Responsibilities:

Translation of administrative, legal, medical, economic documents etc., writing and revising in MS Word

EDUCATION

Studies:

2010 - 2013 College / Bachelor's degree

Institution Babes-Bolyai University, Faculty of Letters

City Cluj-Napoca

Profile Applied Modern Languages, English-French

2006 - 2010 Highschool

Institution "Costache Negri" National College

City Galati

Profile Social Sciences

Courses, certificates & awards:

Volunteering

Sep 2013: Fundatia Cuvantul Intrupat (Word Made Flesh Foundation)

ABILITIES

Foreign Languages (Knowledge level):

english (advanced)

french (medium)

Skills:

MS Word, Excel, Power Point, Wordfast, Prezi, ProShow

Other skills or details that are relevant to your CV

The interpreting experience that I had in the summer of 2008, 2009 and 2013, when I interpreted from English to Romanian and vice versa for several American citizens who came in Romania, helped me practice and improve my spoken English.