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Summary

I am a freelance translator with over 5 years' experience. My language pairs are English and French into Romanian (native). I developed my language skills in a wide variety of subjects, such as medical, gaming and software localization, tourism, hospitality industry, information technologies (IT), and website translation (iTango, EZTrader). In the past two years I also worked as a collaborator for different international subtitling companies translating movies, series, TV-shows, etc., from English or French into Romanian.

Experience

2017 – Present *Freelance Subtitle Translator*

Company: TVT

Originating TV-series or feature movies from English into Romanian;

Localization Quality Check responsibilities following the language guidelines.

2017 – Present *Freelance Subtitle Translator*

Company: Hiventy Le Hub

Subtitling TV-series and movies from English and French into Romanian.

2016 – Present *Freelance Subtitle Translator*

Company: ZOO Digital Group plc

Performing subtitling and QC tasks for movies, documentaries and series.

2016 – Present *Freelance Subtitle Translator*

Company: IYUNO Media Group

Subtitling and QC services for movies, documentaries and series.

2016 – Present *Freelance Subtitle Translator*

Company: Deluxe Localization Sfera.

Subtitling and proofreading TV-series, movies, documentaries and trailers;

Proofreading tasks following the language guidelines;

Final Consistency Checks before the movie's/episode's release on different online networks.

2014 – Present *Freelance Professional Translator*

Services:

- *Translation of documents;*
- *Subtitling movies/series/trailers;*
- *Reviewing and proofreading mother-tongue translations/subtitling files;*
- *Researching idioms, legal and technical phraseology.*

2013 –2014 Tourism Analyst at SC Tour Impex Mapamond MD SRL

- *Interpreting (Face-to-face and over telephone);*
- *Translation of touristic packages;*
- *Promoting touristic packages on the website and other social media websites.*

2010 – 2013 Front Desk Manager and Event Organizer at SC Helin's Trading SRL

Responsibilities as Event Organiser

- *Managing the conferences from the offers conception to the contracts and invoices;*
- *Creating event proposals to suit the client's budget;*
- *Setting the conference room, establishing and providing technical requirements;*
- *Scheduling coffee breaks, lunches or dinners depending on the client's needs;*
- *Serving as a liaison on event related matters.*

Responsibilities as Reception Manager

- *Training the new receptionists;*
- *Manage and operate the reception schedule, checking future planned absences, planning cover and ensuring overtime is provided when necessary, update appointment calendars;*
- *Manage the implementation for any change or upgrade in software systems;*
- *Translation of contracts for foreign partners.*

Responsibilities as Front Desk Receptionist

- *Controlling the rooms availability;*
- *Route calls to specific people, take and relay messages;*
- *Coordinate mail flow in and out of office;*
- *Perform basic bookkeeping, filing, and clerical duties.*

Languages

- *Romanian – Mother tongue*
- *English, French – Fluent*
- *Spanish – Limited working proficiency*
- *Danish – Proficiency level (currently studying)*

IT skills

- *MS Office (Word, Excel, Power Point, etc.);*
- *Translation software/online platforms: PoEditor, MemoQ, Wordfast Anywhere;*
- *Subtitling software/online platforms: Eddie Plus, MonalLe, SubCreator, Sfera, etc.*

Volunteering

The Rosetta Foundation

- *Litter Less Campaign;*
- *Special Olympics;*
- *Crosscare;*
- *Anima Etica Non-Profit;*
- *iTango.*