

Octavia Maria Greceanu Stancovici

English – Romanian Translator and Interpreter

Services Provided

- *Translating*
- *Interpreting*
- *Proofreading*
- *Transcribing*
- *Terminology*

Software used

*Word, Excel, Powerpoint,
SDL Trados 2011*

Education

Bachelor of Psychology, 2011-2014

*“Titu Maiorescu” University. Bucharest,
Romania.*

High School Diploma

Linguistic Specialization 2004-2008

*“Sfantul Sava” National College
Bucharest, Romania.*

Personal Summary

I am a certified, sworn translator with 5-year experience in technical, legal and marketing domains. I am also passionate about ecological and social sciences translations as I hope to change the world for the better. I will put my dedication and passion for languages at your service and deliver accurate, quality work, always respecting the deadlines. Furthermore, I have eloquence, concision and a rich vocabulary background, having learnt English from age 6.

Certifications

- ***English – Romanian Sworn Translator certified by the Romanian Ministry of Justice***
- ***English – Romanian Translation Diploma given by the Romanian Ministry of Culture***
- ***Certificate of Proficiency in English provided by University of Cambridge ESOL Examinations***
- ***ECDL – European Computer Driving License***

Employment experience

Freelance work 2009 - present

- ***Finance***
 - *Financial reporting*
 - *Financial-related marketing literature*
 - *Research*
 - *Internal documentation*
 - *Investor relations*
- ***Technical/Science/Automotive***
 - *Catalogs, brochures & leaflets for industrial power tools*
 - *Household appliance manuals/technical sheets, leaflets and product support information*
 - *Safety equipment instructions & manuals*
- ***Marketing/Telecommunication***
 - *Smartphones*
 - *Telephony systems*
 - *Textiles*
 - *Surveys*
- ***Human Resources***
 - *Employee Handbooks*
 - *Health & Safety policies*
 - *Induction Program Supports*
 - *Meeting minutes*

Contact Details

Bucharest Romania

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Skype ID octaviamariagst

References - on request

➤ Legal/Contracts

- *Contracts*
- *School certificates, Degrees and Diplomas, Criminal records, Orders and Decrees, Powers of attorney (sworn translations)*

Translator 2013-Present

Independent Ecological Translations.

- *Translating ecology-related books*
- *Researching legal & technical phraseology to ensure the correct translation is used.*

Freelance Transcriber 2013- Present

Transn (China) Technology Co Ltd.

- *transcribing sports-related videos for subtitling purposes.*

Bilingual Secretary 2008-Present

S.C. Marendmat S.R.L.

- *Translating technical documents*
- *Interpreting at meetings with foreign clients and business partners.*
- *Providing guidance & feedback & creating customer-specific style guides.*

Private Tutor 2007-2011

- *taught students English skills and language*
- *kept up to date with education curriculum changes and assessment methods*
- *prepared students for exams and Cambridge certification assessments*