



RALUCA APOSTOL

My objectives: *Extend my understanding about different cultures, pursue expertise in communication and human sciences, play a role in the communities' growth.*

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Nationality: Romanian

EDUCATION

03/2015	Trainer Certificate G.S. Consulting Serv training provider, accredited by the Romanian Ministries of Manpower and of National Education
1998 – 2002	License Degree in Ecology and Environmental Protection Biology teaching Degree „Ovidius” University of Constanța, Faculty of Natural Sciences, Biology Profile

PROFESSIONAL ROLES

2012 – present	Translator , freelance projects collaboration, part-time, English to Romanian, Spanish to English and Spanish to Romanian <u>Responsibilities:</u> <ul style="list-style-type: none"> Translating, editing and proofreading various assignments (product reviews, conferences transcriptions, subtitling), researching of the specific terminology in use, producing eloquent content for the final materials delivered to the client.
2017 – 2020 (intermittently)	English teacher , Blue Sky Kindergarten, HCMC - http://mamnonbautroixanh.vn/ <u>Responsibilities:</u> <ul style="list-style-type: none"> Delivering English classes for groups of children aged 2 to 6, adapting the didactic materials (games, toys, flashcards, audiovisuals) to the weekly curriculum and to the children's level of knowledge Applying assessment tests for the yearly check of English knowledge
04/2015 – 12/2016	Educator , Social Assistance and Child Protection State Department, Bucharest - http://www.protectiacopilului6.ro/ <u>Responsibilities:</u> <ul style="list-style-type: none"> Programming and carrying out educational activities; performing group recreational activities with focus on child's social integration Participated as facilitator in a 6-months expressive sandwork project
08/2005 – 02/2015	Environmental Assessor – Project Manager, IPROCHIM S.A. Technological Engineering Co. Bucharest - http://www.iprochim.ro/ <u>Responsibilities:</u> <ul style="list-style-type: none"> Entrusted to elaborate Environmental Authorization documentation, determining the level of pollution generated by the assessed industrial plants Offer consultancy on pollution reduction measures Relate with government authorities and participate in public debates
04/2013 – 02/2015	Environmental Management Systems (EMS) Manager , IPROCHIM S.A. <u>Responsibilities:</u> <ul style="list-style-type: none"> Undertake the elaboration, implementation, management and development of EMS documentation of the company Plan and conduct internal ISO 14001 audits
06/2014 – 02/2015	Waste Management Specialist , IPROCHIM S.A. Bucharest <u>Responsibilities:</u> <ul style="list-style-type: none"> Keep monthly and annual records of the quantities of each waste stream Handle tracking the recycling and elimination of the company's waste Deliver training sessions for company's staff

01/2005 – 05/2005	Administrative Assistant , IMOB SHOP Real Estate Co. - http://imobshop.3x.ro/ <u>Responsibilities:</u> <ul style="list-style-type: none"> • Ran 4 of the company's shops, registering and solving customers' requests • Daily updating of company's database and designing the ads display
10/2002 – 11/2004	Researcher , DAEDALUS Marketing & Research Co. - http://www.daedalusmb.ro/ <u>Responsibilities:</u> <ul style="list-style-type: none"> • Collect data in various individual or team managed field-studies, focus-groups • Validate questionnaires and complete project reports • Assist in recruiting activities and deliver training sessions for working teams

VOLUNTEERING ACTIVITIES

07-08/2019	> Assistant to educational activities in English with Phonics, for a playgroup of nursery children, at Chelsea Kidz Enrichment school, Singapore
2017 – 2019	> Organized meet-ups and imparted lectures related to psychology, philosophy, meditation and anthropology for groups of interested persons, Singapore
03/2012	> Delivered training on environmental protection issues to a group of 20 youth, Youth Career Initiative (YCI) Program, in collaboration with World Vision Romania
2006 – 2007	> Assistant at seminars organized by Landmark Education, Bucharest
1999 – 2000	> Researcher at Ecological NGO "Mare Nostrum", conservation projects, Constanța

CAREER TRAINING

04/2016	– „ <i>Negotiation techniques for crisis situations</i> ” course Bucharest Police Department, police inspectors from negotiators team
04/2016	– Training activity for specialists in the field of education sciences, <i>Education for Diversity Integrated Program (PIED)</i> , Course Coordinator: Mr. Jean Baptiste Manitou
06/2015	– Introduction to Emergency Medical System; First Aid training course The Society of Medical Students in Bucharest (SSMB)
06/2014	– <i>Waste management specialist</i> training course Top Quality Management SRL training company
03/2013	– <i>Manager of Environmental Management Systems ISO 14001:2005</i> course The Romanian Association for Occupational Health and Safety – ARSSM
03/2012	– „ <i>Solving Contaminant Problems for a Sustainable Environment through Application of Environmental Engineering and Science Concepts</i> ” course Technical University of Civil Engineering Bucharest, TREHB, Michigan State University
11/2011	– Events Marketing online course Training Centre of The Bucharest University of Economic Studies

PERSONAL SKILLS AND COMPETENCIES

IT Competencies: MS Office 2010 (Word, Excel, Power Point); Outlook Express; Internet research; OmegaT, Smartcat translation tools

Languages: Native language: **Romanian**
Other languages:

Self-assessment	Understanding				Speaking				Writing	
	Listening		Reading		Spoken interaction		Spoken production			
English	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
Spanish	B1	Independent user	B1	Independent user	A2	Basic user	A2	Basic user	A2	Basic user

Strengths: Responsible, Well organized, Detail-oriented, Hardworking, Teamwork skills, Enthusiastic

HOBBIES & INTERESTS

Classical music, Dance, Swimming, Self-development

REFEREES

References are available on request.