


PERSONAL INFORMATION

Roxana Chiper

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PERSONAL STATEMENT

I am a creative, resourceful and able translator and subtitler. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

WORK EXPERIENCE

2016–Present

Subtitling and Dubbing

Fast Production Films, Bucharest (Romania)

2015–Present

Subtitler

Captions Inc., California (USA)

Translate and proofread subtitles according to the client's guidelines (Netflix, Paramount, HBO, BBC, Fox). Provide reviews on various subtitles.

2015–Present

Subtitler, Proofreader, Reviewer

Sfera Studios, Santa Monica (United States)

Translate and proofread subtitles according to the client's guidelines (Netflix, Paramount, HBO, BBC, Fox). Provide reviews on various subtitles.

2013–Present

Subtitler and Proofreader

Deluxe Media, Toronto (Canada)

- Provide correct and complete translations and transcriptions of the material
- Encoding and dubbing services
- Proofreading and revision

2015–Present

Translator

Casa de Traduceri, Bucharest (Romania)

2014–Present

Translator and Proofreader

Atelierul de traduceri

Translating any documents or materials, according to the client's needs

2014–Present

Translator

Traduceri de nota 10

- Translating legal documents for various clients;
- Translating user manuals;
- Translating medical documents and test results

- Proofreading and editing other translator's works
- Translating technical documents

2010–Present **Freelance Translator**

- Translating documents and projects according to the client's request
- Translated UE funding projects
- User's manual
- Financial documentation
- Novellas
- Proofread books and written works

2013–2014 **Department manager**

- MoreThanPub, Bucharest
- In charge of the call-center department
 - Responsible for the database (CRM)

2010–2013 **Team Leader**

- Tupperware Romania, Bucharest (Romania)
- Recruit consultants
 - Support my team in their professional endeavors
 - Organize and participate in training sessions
 - Reach the target assigned to me and my team

EDUCATION AND TRAINING

2004–2009

Liceul Teoretic Eugen Lovinescu - bilingv portugheza

2010–2012

University of Psychology, Bucharest

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Certificate for Competency - experimented user					
Portuguese	B2	B2	B1	B1	B2
French	A2	A2	A1	A1	A2
Spanish	B1	B1	B1	A2	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 I have excellent communication skills gained through my experience as team leader and translator.

Organisational / managerial skills I have good team-leading skills gained as team leader of my team.

Job-related skills I have a good command of quality control processes. I also improve my English and Romanian grammar skills daily and thus, my quality of work. I have learned various computer software programs and guidelines.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital competences - Self-assessment grid

IT specialist Certification

ADDITIONAL INFORMATION

Courses Training course in ABA therapy and caring for autistic children;
 Training course in the care of disabled adults and children;
 Certification as IT Analyst

Certifications Proficiency Certificate in English language - Experimented user
 Proficiency Certificate in Romanian language - Experimented user

IT Specialist Windows XP, 2007, 8 and above, Microsoft Office 2007 and above, PHP and HTML programming, Adobe Photoshop, MemoQ, Trados Studio, Abbyy, EddiePlus, UNSTools, Aegisub and various other CAT tools.

Honours and awards I received various awards during my time in Tupperware, including First Team Leader in Romania, Best Manager in 2011, Highest Sales in 2011, Biggest Team in 2013.