

Curriculum Vitae

Personal information

First name(s) / Surname(s) **KARNER Simona**

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skype: simona.karner

Work experience

Dates	July 2009 onwards
Occupation or position held	Freelancer
Main activities and responsibilities	Translations and interpreting – English / German / Romanian Interpreting various speakers and translations of documents in the following fields of specialisation: legal, science, marketing, websites, machine construction, economy, insurance, physics, national and community Law, telecommunications and radio interfaces, energy, electronics
Name and address of employer	Unique Self – my own company
Type of business or sector	Translations, event planning
Dates	From January 2006 to November 2009
Occupation or position held	Marketing Manager
Main activities and responsibilities	Managing the marketing department, translating documents and interpreting in the following fields of specialisation: EU, finance, insurance, marketing, website, training
Name and address of employer	AWD Romania
Type of business or sector	Financial planning
Dates	From June 2001 to December 2005
Occupation or position held	Freelance translator - certified translator
Main activities and responsibilities	Interpreting various speakers and translations of documents in the following fields of specialisation: legal, marketing, machine construction, economy, physics, national and community law, telecommunications and radio interfaces, energy, electronics
Name and address of employer	Various clients - individuals and companies (e.g. SC International Platform Marketing S.R.L., Arad, Romania; ECG Romania, Timisoara; TKS Romania S.R.L. Arad etc.)
Dates	From January 1998 to June 2001
Occupation or position held	Office manager
Main activities and responsibilities	Managing the office activity, HR, recruiting, orders and delivery to clients, translations of documents in the following fields of specialisation: food and agricultural products, animal feeding, national and Community Law, animal welfare
Name and address of employer	Sano Romania
Type of business or sector	Animal feeding

Education and training

Dates	2007-2009
Title of qualification awarded	Professional Certificate in Management
Principal subjects/occupational skills covered	Management
Name and type of organisation providing education and training	The Open University
Dates	1985 - 1989
Title of qualification awarded	Bachelor of Science in Physics
Principal subjects/occupational skills covered	Physics
Name and type of organisation providing education and training	University of Timisoara (Romania), Faculty of Natural Sciences, Department of Physics

Personal skills and competences

Mother tongue(s) **Romanian, German**

Other language(s)

Self-assessment

European level ()*

German

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C1	Proficient user	C2	Proficient user
C1	Proficient user	C2	Proficient user	B2	Independent user	B2	Independent user	B2	Independent user

(*) *Common European Framework of Reference for Languages*

Sworn translator and interpreter for German since March 2011 and for English since December 2012 - authorization emitted by the Romanian Ministry of Justice.

Computer skills and competences

Windows - MS Office
 Trados Studio 2011, Freelance Version
 Corel, Photoshop Essentials, OCR

Additional information

- For the last six years I have been doing pro-bono translations for various web-pages in different fields of specialisation. I have also revised translations for a website about metaphysics
 - I studied in school all the above languages and have exam certificate for English and German
 - minimum output – 3.000 words/day