**Patricia Tarcea**

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Employment

**Translator**

November 2012 – present

Thare Machi Education

*Translating transcripts form English to Romanian.*

**Cyber Mentor**

www.cybermentors.org.uk

November 2012 – present

*Chatting, interacting and helping bullied pupils in schools.*

**Volunteer**

October 2012 – present

Foleshill Women Training Centre

*Interacting, helping and providing information for women coming from BME groups.*

**Student Mentor**

April 2012 – December 2012

Coventry University

*Providing information and guidance for the new Students, answering university related question, providing help of any kind.*

**Event Promoter**

February – June 2012

Culturae Mundi, Coventry University Students Union

*Events promotion and organising advocacy campaigns.*

**Sales Assistant**

November 2011 – May 2012

One World Society, Coventry University Students Union

*Sales, events promotion and organising advocacy campaigns.*

**English and German Teacher as a Volunteer**

May 2010 – September 2011

Cisnadie, Sibiu, Romania

*Teaching children Basic English and German.*

Education

**BA (Hons) Criminology (expected 2.1)**

September 2011 – June 2014

Coventry University

Coventry, West Midlands, United Kingdom

**Diploma de Bacalaureat (overall mark 8.01)**

* in German, Romanian, History and Geography

September 2007 – June 2011

Onisifor Ghibu High School

Sibiu, Romania

Skills

***Communication***

• Excellent verbal skills developed through promoting and organization of events, participation and presentations given at conferences and contests, interaction with partners. As a Student Mentor at Coventry University, Course Rep and Volunteer at FWT, I attended meetings in order to discuss student issues, to direct the new students and to provide any kind of help, by using communication and listening skills to support the international students.

• Developed written skills have been acquired as an undergraduate through course works.

***Languages***

*•* Romanian as mother-tongue

• English for Business Certificate (C1)

• TOEFL in English

• Deutsches Sprachdiplom in German (Level C1)

• DELF in French (Level A2)

• Conversational level in Spanish, Portuguese and Italian.

***Interpersonal skills***

*•* As a Student Mentor I worked to maintain an effective working relationship between students which improved my attention to details and flexibility.

• By volunteering at FWT and being an international student I was exposed to a multicultural environment which helped me to enhance my mediating skills.

***Team – Working***

*•* Being a student and the fact that we are supposed to work in groups, definitely improved my team working skills, which also helped me improve my communication and listening skills.

***Time Management***

*•* As a Student, Translator, Volunteer and Mentor at the same time I had to resolve tasks within a tight deadline such as the translation of documents from English to Romanian, and German to Romanian, responding quickly to the mentees, finishing my course works/learning for exam and completing the task my supervisor asked me to do, which helped me to manage my time wisely.

***Leadership***

*•* My passion for volunteering helped me to develop a strong sense of responsibility, the ability to motivate the people and tested my ability to work autonomously as well as in a team.

***IT***

*•* Good command of Microsoft Office and Open Office tools 2003, 2007 and 2010 ( Access, Word, Excel, Power Point, Publisher)