

Balasca Paul Adrian

PROFESIONAL EXPERIENCE	07.2014- present	Freelance Translator English <> Romanian <> English	Bucharest, Romania
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Certified Translator & Revisor

My main objective as a freelance translator & revisor is ensuring the high quality of the translation service from the first contact with the client and until delivery.

Due to my professional experience and educational background, I specialize in translations from the following fields: economics, finance, business administration, accounting, taxes, trade, insurances, audit, stock markets and banking, but I have a wide experience in other translation fields such as legal, commercial and marketing, medical and pharma, technical.

In 2016, I became a Certified Translator for English and Romanian, authorized by the Romanian Ministry of Justice to deliver legal translations for government authorities.

In my 3 years' experience in the market, I've always maintained a warm relation with all my clients by always coming up with efficient solutions for their projects. I am open and cooperative all throughout the translation project, as I am convinced that communication is of utmost importance in order to deliver high quality, turnkey translation solutions.

Time management and the ability to multi-task are some of the skills I've learned and thoroughly developed throughout my experience, as I firmly believe that meeting deadlines is as important as the service quality itself.

I am proficient in the MS Office Suite and my most frequently used CAT tools are SDL Trados and memoQ. I also have experience in term base development, particularly in my main fields of expertise.

	01.2016-12.2016	Romanian Ministry of Energy	Bucharest, Romania
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Counselor for The Secretary of State

As a Counselor, my main responsibilities were:

- Summarizing and analyzing the relevant industry data and information in order to report to the Secretary of State;
- Providing the linguistic support for Romanian-English-Romanian combination: I provided translations for the Ministry, I also provided high-quality interpretation services for various meetings and conferences;
- Providing assistance in organizing and smooth running of all the meetings and agenda;
- Receiving, preparing and sending the correspondence of the Secretary of State.

09.2015 – 01.2016 Deloitte Romania

Bucharest, Romania

Audit Assistant

As an Audit Assistant, my main responsibilities were:

- Establishing working relationships with client personnel;
- Performing analytical review of audit documents;
- Reviewing the client accounting, operating procedures and systems of internal control;
- Identifying accounting and auditing issues and perform research to solve the issues that arise;
- Helping at preparing of financial statement reports and documentation in order to support Deloitte's audit opinions;
- Providing recommendations for improved controls and enhanced business efficiency;
- Proposing potential adjustments, management letter points and presenting them to the audit senior/manager for review purpose;

11.2014 – 08.2015 Deloitte Romania

Bucharest, Romania

Intern in Audit

Deloitte is the brand under which tens of thousands of dedicated professionals in independent firms throughout the world collaborate to provide audit, consulting, financial advisory, risk management, and tax services to selected clients.

In my internship at Deloitte my main responsibilities were to:

- Understand and apply in practice the Deloitte audit approach, methodology & tools;
- Always maintain a good and trustworthy relationship with the client;
- Perform analytical review and tests of detail of audit documents;
- Reviews client accounting and operating procedures and systems of internal controls;
- Identify and solve any problems that may arise within the engagement.

EUDCATION

10.2014 – 07.2016 University of Economic Studies

Bucharest, Romania

Master

- Entrepreneurship and Business Administration in the energy field

09.2011 – 06.2014 Aarhus University

Aarhus, Denmark

Bachelor

- Business Administration and Sustainability
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PROFESIONAL COMPETENCES

- Romanian – native;
- English – Fluent in writing and speaking – Certified by the Romanian Ministry of Justice - Authorization no. 38171 for Romanian-English-Romanian translations and interpretations.
- A high knowledge of the Microsoft Office package – Proven ability to use Excel at full extent and beyond
- Proficient in SDL Trados Studio 2015 and memoQ 2015
- European Computer Driving License
- Knowledge of SPSS
- GCMS Trading Diploma: TradingTactics, Forex Trading, Technical Analysis obtained at Aarhus University
- Good analytical skills, very good numerical capabilities
- Efficient in analyzing data, a strong ability to solve problems of any kind
- Good ability to work in teams
- Proven ability to work in a multicultural environment

OTHER INFORMATION

- Driver's license B category
- Unmarried
- Hobbies: Japanese culture, martial arts, Hollywood cinema, cooking
- DTP enthusiast