



# POP SIMONA

English-Romanian, Romanian-English Freelance Translator - Pop Simona - traducător

Age 40 from Salonta

## Contact details

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**Address:** Comuna Mădăras, Sat Mădăras.

## About me

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Seeking a challenging position with potential for growth and advancement

## Professional experience

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### Experience by departments

Sales: **2 years and 8 months**

Translations : **3 years and 10 months**

Education / Training / Art: **4 years and 9 months**

### Jun 2015 - present

3 years and 11 months

#### **English-Romanian, Romanian-English Freelance Translator - Pop Simona - traducător**

Salonta | Translations | Education / Training

- Translations from English to Romanian and from Romanian to English, of juridical, notarial, medical, administrative, and school documents meeting project deadlines and ensuring the confidentiality and privacy of information;
- Creating terminology database in order to facilitate the translation process;
- Keeping the evidence of translated documents;

#### **Acquired skills and knowledge:**

Microsoft Office, Internet browsing, MemoQ, libre office, SDL Trados, xtm, Smart Bill, deja vu, Workflowy

### Sep 2009 - Aug 2011

2 years

#### **Teacher of English - Roșia Secondary School No. 1**

Beius | Education / Training / Art | Education / Training

- Teaching English at elementary level and secondary level;
- Implicating children in extracurricular activities regarding the Promotion of English Language;
- Testing and evaluation of pupils' knowledge.

### Sep 2007 - Aug 2008

1 year

#### **Teacher of English - Industrial Vocational School Group**

Marghita | Education / Training / Art | Education / Training

- Teaching English at elementary level and secondary level;
- Implicating children in extracurricular activities regarding the Promotion of English Language;
- Testing and evaluation of pupils' knowledge.

### Sep 2006 - Aug 2007

1 year

#### **Teacher of English - Olcea Secondary School No. 1**

Salonta | Education / Training / Art | Education / Training

- Teaching English at elementary level and secondary level;
- Implicating children in extracurricular activities regarding the Promotion of English Language;
- Testing and evaluation of pupils' knowledge.

**Oct 2003 - May 2006**

2 years and 8 months

**Saleswoman - Florelia Retail**

Oradea | Sales | Commerce / Retail

- Arranging products;
- Ensuring that the prices are displayed correctly, together with information about the product and the supplier;
- Participation at the inventory;
- Serving Clients.

**Oct 2002 - Jun 2003**

9 months

**Substitute English Teacher - Primary and lower secondary school, Tăut**

Salonta | Education / Training / Art | Education / Training

- Teaching English at elementary level and secondary level;
- Testing and evaluation of pupils' knowledge.

## Education

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**2003 - 2006****Bachelor's degree - University of Oradea. Faculty of Letters.**

English Language and Literature | Oradea

**1999 - 2002****Bachelor's degree - University of Oradea. Faculty of Letters.**

Library and Information Science | Oradea

## Skills

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**General skills**

Positive attitude, Perseverance, implication, Computer literate, fast learning capacity, Ability to work independently and in a team, aegisub, amara, MemoQ, SDL Trados, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, XTRF Translation System, Wordbee, plunet business manager, xtm, MateCat

**Skills from work experience**

Microsoft Office, Internet browsing, MemoQ, libre office, SDL Trados, xtm, Smart Bill, deja vu, Workflow

## Foreign languages

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English - Advanced, Hungarian - Advanced, German - Beginner

## Other info

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**Volunteering**

EN-RO Volunteer Translator

acquired on Dec 2017

TED (Technology, Entertainment, Design) is a media organization which posts talks online for free distribution, under the slogan "ideas worth spreading".

TED Talks are influential videos from expert speakers on education, business, science, tech and creativity, with subtitles in 100+ languages.

<https://www.ted.com/profiles/9032379/translator>

EN-RO-EN Volunteer Translator

period Jan 2015 - Jan 2017

The Association of Applied Psychology and Related Sciences, Republic of Moldova

EN-RO-EN Volunteer Translator

period Mar 2014 - Aug 2014

PA „SOS Autism” Republic of Moldova

#### EN-RO-EN Volunteer Translator

period Jan 2014 - Jan 2015

Romanian Radioclub Association

#### EN-RO-EN Volunteer Translator

period Mar 2013 - Mar 2014

Orthodox Youth Association

#### **Trainings**

London School of Business and Communication -Business English

period May 2016 - Aug 2016

London School of Business and Communication - Communication in Business

period May 2016 - Aug 2016

Global Team Language Center- Legal English

period Feb 2015 - May 2015

International Correspondence Institute - German Language

period Oct 1999 - Oct 2001

#### **Certifications**

University Of Oradea. Teacher Training Department

acquired on Aug 2008

Qualified Teacher Status

University Of Oradea. Teacher Training Department

period Jan 2003 - Dec 2006

Psiho-pedagogical module Certificate

#### **Hobbies**

Religion, Reading, Sport, Photography