



## ABOUT ME

I am a very open, positive and sincere person. I am very motivated in what I do and I have a great deal of ambition. I am always ready to discover and learn new things. People who know me would describe me as a very hard working person, and in the same time as a very well organized one.

In my spare time I like to read a lot, to surf on Internet and to take long walks in the nature.

## WORK EXPERIENCE

**28/02/2001 – CURRENT** Pecica, Romania

**Translator** Freelancer

**28/02/2009 – 31/07/2009** Oradea, Romania

**Technical translator** European Drinks

Legal and technical translations.

**31/12/1999 – 30/04/2005** Gothenburg, Sweden

**Patient care assistant** Gothenburg City

Taking care of old people, of people with disabilities, delivering food, administrating medication

**30/09/2003 – 31/10/2003** Gothenburg, Sweden

**Phone interviewer** Medical Radar

Interviewing French doctors over the telephone

**31/08/1998 – 30/12/1998** Pecica, Romania

**French teacher** Liceul Teoretic "Gheorghe Lazăr"

Teaching French to primary school children.

**31/05/1996 – 31/07/1997** Pecica, Romania

**Office administrative assistant** Astra Legno

Administrative secretary, small accounting bookkeeping.

## EDUCATION AND TRAINING

**30/09/2005 – 30/06/2008** Arad, Romania

**BA - Professional Translator/Teacher (English & French)** UVV G Arad

**Field of study** Literature and linguistics | **Final grade** 9.35

**30/09/2013 – 31/05/2015** Kalmar, Sweden

**Master Programme in Information Systems - courses** Linneaus University

**Field of study** Inter-disciplinary programmes and qualifications involving Information and Communication Technologies (ICTs) | **Type of credits** ECTS |

**Number of credits** 87

**31/07/2001 – 31/05/2005** Gothenburg, Sweden

**Separate courses** University of Gothenburg

**Field of study** History and archaeology, Inter-disciplinary programmes and qualifications involving humanities, Languages not further defined, Literature and linguistics, European Studies, Geography, Scandinavian culture |

**Type of credits** ECTS | **Number of credits** 171

## Claudia-Maria Halas

**Date of birth:** 24/09/1976

**Nationality:** Romanian

**Gender:** Female

## CONTACT

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claudia-halas-08abba25/](https://www.linkedin.com/in/claudia-halas-08abba25/)

(+40) 730860531 (**Whatsapp**)

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Romanian

**Other language(s):**

**English**

**Listening** C2

**Reading** C2

**Writing** C2

**Spoken production** C2

**Spoken interaction** C2

**French**

**Listening** C2

**Reading** C2

**Writing** C2

**Spoken production** C2

**Spoken interaction** C2

**Swedish**

**Listening** C2

**Reading** C2

**Writing** C2

**Spoken production** C2

**Spoken interaction** C2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

Microsoft Powerpoint | Outlook | Google Docs | Zoom | Social Media | Skype | LinkedIn | Organizational and planning skills | Written and Verbal skills | Microsoft Office | Good listener and communicator | Presenting | Team-work oriented

## ADDITIONAL INFORMATION

### JOB-RELATED SKILLS

#### CURRENT

#### Freelance translator

Freelance translator (working full-time since 2007) specialized in the translation of EU legislation, summaries of legislation, medical news, reports, certificates and legal documents, software, website content, user manuals. Some examples of documents translated about EU/Institutions/European policies, etc.: summaries of legislation, EU affairs, university-related courses.  
In terms of subtitling experience: transcription/translation.  
Some examples of experience in EU/Institutions/European policies, etc. subjects include: EU Parliament videos, interviews, interpreter, medical transcription  
Time spent working as a post-editor or translator (in years): 20 years  
Post-editing and/or Translation currently accounts for 100% of my total income.

### OTHERS SKILLS

#### CAT tools

Translation Workspace XLIFF Editor, Memsource, Trados 2021, MateCat, Wordbee Google speech recognition, wochit.com, MemoQ

### Communication and interpersonal skills

**Au pair** Taking care of small children: 1-4 years old/9 years old; a cultural exchange living and studying in Sweden 01/11/1999 – 01/05/2005

### Driving Licence

**Driving Licence:** B

## Networks and memberships

### CURRENT

- **Lenovo INSiders** Part of the Lenovo **INSiders** advocacy group joining together computer/IT passionate people from across the world

## Volunteering

31/12/1992 – 31/12/2008 Pecica, Arad (Romania)

- **Scout leader and secretary** Leader and administrative secretary at the local organization of scouts

## Hobbies and interests

- **Reading, taking walks in the forest, taking care of my pets.**