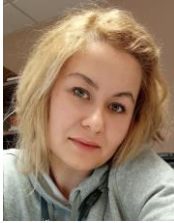


Alexandra Cotea

PERSONAL INFORMATION



📍 Home : Bistritei Street, No. 38, 235200, Caracal, Romania

☎ Phone: (+40) 762384622

✉ Email: cichialexandra@gmail.com

Sex Female

Date of birth 17/06/1992

Nationality Romanian

WORK EXPERIENCE

[10/07/2021 – Current] **Translator / Interpreter**

Employer: **Vectrus Systems Corporation Colorado Springs**

City: Deveselu

Country: Romania

Name of unit or department: RBOS Fire and Emergency & Force Protection Departments

Business or sector: Other service activities

Main activities and responsibilities:

Assist the client at VIA (Vehicle Inspection Area). Participate in the daily meetings. Intermediate communication for any notice. Accompany a patient to the hospital for medical translation, when necessary. Translate documents. Proofread documents to remedy terminology and vocabulary errors. Operate simultaneous interpretation equipment appropriately for reliable results. Inspect translations word-for-word for grammar and spelling faults. Monitor translation quality of contractors and external providers. Adapt existing translations to meet style guidelines.

EDUCATION AND TRAINING

[10/2014 – 07/2016] **Master's degree in English studies and Anglo-American literature**

University of Craiova

Address: Craiova, Romania

[10/2011-07/2014] **Bachelor's degree in Romanian-English**

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C1	C2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication and interpersonal skills

General Skills

Meticulous English to Romanian and vice versa Translator bringing almost two years' experience in the field. Enthusiastic individual with extensive language and linguistics knowledge. Adapts quickly to online tools and platforms. Demonstrates keen cultural awareness and interpersonal skills. Adept at keeping the original meaning, style and unique characteristics of original words and documents when completing professional translations. Reliable translator with experience handling diverse source materials. Understands brand tone of voice and client needs. Skilled Translator with strong English skills. Manages high-volume clients with exceptional results. Knowledgeable translation professional specialising in Military and Technical field. Expert in maintaining language meaning and context for personal and professional documents. Attentive to details to produce accurate, error-free work. Dedicated Translator with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

Computer skills Good command of Microsoft Office™ tools

Driving licence B