

Anita Daniela Steclaru

*Freelance Translator and Interpreter
(German/ English/ Romanian)*

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Dedicated translator and interpreter, with more than 12 years of experience in the automotive industry. I am specialized in technical documentation, with a strong focus on software development (both embedded and PC), software testing and mechanical engineering. My academic background also includes Economics. I accumulated my experience while being employed as a translator at two major companies in the automotive industry. During this time, I was involved in projects for customers such as the Volkswagen Group (Volkswagen, Audi and Porsche) or BMW. I worked directly with the technical departments, offering support by translating technical specifications, requirements, meeting minutes and everything else that was required for the projects. I mainly translated from German into English and worked with tools such as: IBM Rational Doors, MKS Integrity (PTC Integrity Lifecycle Manager) and EPF Eclipse. I also participated in meetings as an interpreter.

While having a full-time job, I also worked as a part time freelance translator, translating a variety of documents, including technical, legal and financial documents, for all language pairs that include German, English and Romanian.

Currently, I work as a full-time freelance translator and interpreter. I took what I believe to be the next step in my career in a field I am very passionate about.

Experience

Self-Employed

SEPTEMBER 2018 - NOW

Freelance Translator and Interpreter (German, English, Romanian)

I offer professional translation and interpretation services in a variety of fields.

Porsche Engineering Romania SRL

OCTOBER 2016 - FEBRUARY
2018

Technical Translator (German, English, Romanian)

Main activities:

- Translated and proofread part of the Quality Management Manual with regard to the software development process
- Translated and proofread software requirements for local development projects
- Translated and proofread Management related documents
- Developed and maintained the terminology database
- Provided in-house German classes

Self-Employed

JUNE 2006 - MARCH 2016

Part-time Freelance Translator and Interpreter
(German, English, Romanian)

Main activities:

Translated various documents such as: user manuals, contracts, invoices, process instructions, procedure guidelines, maintenance plans, job descriptions, certificates,

medical documents etc.

Continental Automotive Systems SRL

JULY 2013 - SEPTEMBER 2016

Technical Translator (German, English, Romanian)

Main activities:

- Translated and proofread documentation from technical fields such as software development, software testing, mechanical design engineering
- Participated in the development and maintenance of the terminology database
- Provided interpretation services during meetings, when necessary
- Offered support to internship students

Continental Automotive Systems SRL

JUNE 2007 - NOVEMBER 2011

Buyer for Non-production Material

Main activities and responsibilities:

- Creating and transmitting of purchase orders
- Developing a local supplier database
- Negotiating prices and frame conditions with suppliers
- Establishing purchasing standard terms
- Editing contracts
- Maintaining good communication to suppliers and internal customers
- Making use of all the known languages because of the worldwide supplier database

Continental Automotive Systems SRL

SEPTEMBER 2005 - JUNE 2007

Master Data Center Administrator

Main activities and responsibilities:

- Maintaining the central customer and supplier master data base in SAP, for Continental worldwide.
- Creating new accounts for customers and suppliers
- Modifying or deleting already existing accounts of customers and suppliers
- Maintaining good contacts to internal customers

Education

Lucian Blaga University, Faculty of Economics

2006 - 2008

Master's Degree in Strategies and Politics of Management and Marketing of a Company

Lucian Blaga University, Faculty of Letters and Arts

2001 - 2005

Bachelor's Degree in German and English Philology

Joseph Haltrich High School

1997-2001

Philology, German Section with German as Mother
Tongue

Skills

Hard Skills:

- Microsoft office programs (Word, Excel, Power Point)
- SAP
- Nitro-Pro
- Beyond Compare
- SDL Trados
- Familiar with tools such as IBM Rational Doors, MKS Integrity (PTC Integrity Lifecycle Manager) and EPF Eclipse

Soft Skills:

- Communication
 - Dedicated
 - Motivated
 - Result-oriented
 - Reliable
 - Intercultural competence
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Languages

English (Full professional proficiency), **German** (Native or bilingual proficiency), **Romanian** (Native or bilingual proficiency)

Certifications

Certified Translator and Interpreter

2006

Romanian Ministry of Justice

German Language Degree, 2nd Level (DSD II)

APRIL 2001

Standing Conference of the Ministers of Education
and Cultural Affairs, Germany
