## PROFESSIONAL SUMMARY

* Talented project manager and passionate translator, leading process improvement and achieving on-time delivery of projects.
* Desires the opportunity to revamp processes and procedures, increase efficiency, work- environment and product quality.
* Six years' experience directing projects valued at up to $2 million and 5 years of sales background.
* Achieved research results implementation through collaborative actions.
* Maintained excellent professional relationships and created active work environment at all levels of the organization, including with stakeholders, customers and outside vendors.
* Successful at directing change with management initiatives requiring fast-paced execution.
* Multilingual professional, with a passion for talent development and team building.
* Innovative and goal-oriented, with a high rate of client satisfaction.

## WORK HISTORY

*3/2010 to Current* **Senior International Project Manager**

**International Service Check –** Germany

* Directed all phases of international projects, from contract signing and implementation to results delivery
* Reached clear targets and objectives and communicated to other teams and team members
* Achieved time-lines and proactively flagged potential issues to be addressed
* Coordinated planning meetings and prompted decisions across 20 internal departments and teams
* Resolved customer concerns and addressed new opportunities to drive business strategy at monthly planning sessions
* Implemented a set of comprehensive tracking processes to monitor projects' performance.
* Collaborated with local teams to achieve planned quality and delivered results as per agreed deadlines.
* Spearheaded training, resulting in increased quality and fast performance.
* Developed quarterly executive presentations and reports to facilitate project evaluation and process improvement.
* Supervised the work of over 100 team members, offering constructive feedback on their work performance.
* Directed quality assurance efforts to maximize efficiency and minimize effort.

*9/2007 to 7/2010* **Translator: English-German-Romanian**

**Freelance Translator** – Romania

* Collaborated with local translation agencies for the purpose of maintaining language skills, using Trados.

*9/2005 to 6/2010* **Travel Agent**

**Clevertour** – Iasi, Romania

* + Boosted company revenue by more than 40% by implementing a comprehensive sales strategy
	+ Site managing, resulting in increased revenue
	+ IATA member agency - issuing tickets via Worldspan and Amadeus
	+ Maintaining public relations and customer loyalty
	+ Participating to info trips and relevant seminars

*6/2001 to 9/2003* **Voluntary Museum Guide**

**Cetatea Rasnov** - Brasov, Romania

* + Presented the citadel history to Romanian and foreign tourists
	+ Participated in archeologic studies and research with the National Archaeology Association

## EDUCATION

*2001 - 2005* **Bachelor Degree**: **Foreign languages**

# Al. I. Cuza University - Iasi, Romania

* + Top 5% of class
	+ Emphasis in translation studies
	+ Recipient of merit scholarship

## SKILLS

* + Clear understanding of project management in retail industry
	+ Thorough experience of project life cycles and project development methodologies
	+ Valuable background of successful management in a variety of industries (automotive, fashion, travel, jewelry & watches)
	+ Experience in legal-field translations and proofreading
	+ Strong verbal communication
	+ Team leadership
	+ Conflict resolution and mediation
	+ Organized and detail oriented
	+ Self-motivated

## CERTIFICATIONS

*1/2013* **YATD (You Are The Difference) Sales Training London, H&M Group**

*3/2007* **Translator and interpreter Authorization** (Romanian, English and German)

**Ministry of Justice, Romania** – authorization no. 17696 [(http://old.just.ro/MinisterulJusti%C8%9Biei/Listapersoanelorautorizate/Interpretisit raducatoriautorizati/tabid/129/Default.aspx)](http://old.just.ro/MinisterulJusti%C8%9Biei/Listapersoanelorautorizate/Interpretisitraducatoriautorizati/tabid/129/Default.aspx)