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| PERSONAL INFORMATION | Flavia Muntean  |
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|   | Cluj-Napoca (Romania)  |
|  0721726121  |
| muntean.flavia.translator@gmail.com  |
| Sex Female | Date of birth 10 February 1991 | Nationality Romanian  |

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| JOB APPLIED FOR | Freelance Translator |

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| WORK EXPERIENCE |   |

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| 2013 – Present | Freelance Translator |
| various customers including volunteering work for TEI - Traduceri Ecologice Independente  |
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| Apr 12 – Jul 12 | Translation Intern |
| SC Helene SRL, Cluj-Napoca (Romania)  |
| I translated documents having Romanian, English and German as source and target languages. |

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| 1 Mar 11 – 1 Jun 11 | Translator |
| I have translated from Romanian into English "Cluj-Napoca - vestigii, monumente, muzee", a book by Damian Todița (Cluj-Napoca - vestiges, monuments, museums; ISBN 978-973-8390-43-0) |

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| 15 Mar 11 – 15 Jul 11 | Translation Intern |
| TradArt Ltd., Cluj-Napoca (Romania)  |
| I had to translate documents from and into the following languages: Romanian, English, German and to help the customers who were coming at the office.I was also responsible for the entire group of students from my faculty, who were working as interns at TradArt. |

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| EDUCATION AND TRAINING |   |

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| 1 Oct 10 – 1 Jul 13 | Bachelor Degree |  |
| "Babeș-Bolyai" University, Faculty of Letters - Applied Modern Languages, Cluj-Napoca (Romania)  |
| Translation and interpreting courses: Romanian, English, German; computer assisted translations, linguistics, grammar, cultural studies, phonetics, commercial correspondence; inter-disciplinary subjects: economics, marketing, European institutions, law, international relations. |

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| 1 Oct 10 – 1 Jul 13 | Psycho-pedagogical module |  |
| "Babeș-Bolyai" University, Faculty of Psychology and Education Sciences, Cluj-Napoca (Romania)  |
| educational psychology, pedagogy (methodology and curriculum), didactics - English and German, computer aided learning, classroom management, teaching practicum in two schools |

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| 15 Sep 12 – 15 Feb 13 | ERASMUS Scholarship |  |
| Institut für Angewandte Linguistik und Translatologie - Universität Leipzig, Leipzig (Germany)  |
| translations (English and German), computer assisted translations, cultural studies, linguistics |

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| 1 Aug 12 – 17 Aug 12 | Level B2 in German |  |
| Actilingua, Vienna (Austria)  |
| German language courses: grammar and conversation |

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| 31 Jul 11 – 13 Aug 11 | Level B1 in German |  |
| Actilingua, Vienna (Austria)  |
| German language courses: grammar and conversation |

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| 15 Sep 98 – 15 Jun 10 | Baccalaureat Diploma |  |
| "Octavian Goga", Sibiu (Romania)  |
| Romanian language, foreign languages (English, German, Spanish, Latin), history, geography, social sciences, computer science |

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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Romanian |
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| Other language(s) | UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| English | C2 | C2 | C2 | C2 | C2 |
|  | Cambridge: Certificate of Proficiency in English (CPE)  Authorized translator and interpreter (authorization no. 35904)  |
| German | C1 | C1 | C1 | C1 | C1 |
|  | Authorized translator and interpreter (authorization no. 35904)  |
|  | Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user[Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)  |

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| Communication skills | - Good communication skills gained from my experience as a member of AIESEC's communication department and from my pedagogical practicum where I improved my teacher-student communication skills- Team spirit - improved after several team buildings in AIESEC and several projects at the faculty; team teaching for my pedagogical practicum has been extremely beneficial as well |

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| Organisational / managerial skills | - Leadership: I was responsible for a group of 25 students who were working as interns at TradArt Ltd. (March - July 2011) |

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| Computer skills | - Very good command of Microsoft Office tools: Word, Excel, PowerPoint, Publisher.- Basic knowledge of CAT tools (computer-assisted translations): Trados, Deja-vu, MemoQ, Wordfast- Basic knowledge of graphic design applications: Gimp- Basic knowledge of computer aided learning softwares, such as Hot Potatoes |

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| ADDITIONAL INFORMATION |   |

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| Honours and awards | 2013 - Translation and interpreting authorization for English and German (Authorization number: 35904)2010 - Certificate of digital competences - experienced level2010 - Certificate of linguistic competences in Romanian language - experienced level2009 - Certificate of Proficiency in English (CPE) - from the University of Cambridge2009 - first place at the County Olympics (Sibiu) in English language |

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| Presentations | 2013 - Third place at the Students' Session of Academic Communication (Sesiunea de Comunicări Științifice a Studenților) with the paper "Translating elements of folklore in fantasy fiction for children" |

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| Projects | 2007 - I was in an international students' exchange at Etty Hillesum Lyceum, Deventer, Holland where I was involved in several workshops as part of the international film festival in Deventer: Internationaal Jongeren Filmfestival Deventer |

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| Memberships | 2010-2011 - member of AIESEC Cluj-Napoca, responsible for advertising, organization of events and project management, as part of the Communication Department2007-2010 I was the music editor at my high school's broadcasting station |