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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 level  2010 - Certificate of linguistic competences in Romanian language - experienced level  2009 - Certificate of Proficiency in English (CPE) - from the University of Cambridge  2009 - 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 Department  2007-2010 I was the music editor at my high school's broadcasting station |