

MIHAI MANASTIREANU



M 02.10.1971 married with children

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Military status: no

OBJECTIVE

Permanent improving of working abilities in perfect consonance with meeting the company's business and corporate goals and objectives

Desired Salary: 1.500,00 EURO / month

Benefits: nothing in particular

Job Type: Full time, Project Based

Department: Translations

City: Bucharest, FOREIGN

Career Level: MID-LEVEL

Availability: anytime

WORK EXPERIENCE

EDITOR IN CHIEF, IT BOOKS 01.02.1996 - 15.06.1999

Company: ALL Publishers

Working city: Bucuresti

Salary: CONFIDENTIAL

Department: printing/publishing

Company activity field : Publisher, market leader in textbooks, IT books etc., over 200 employees

Responsibilities:

Coordinating the IT publishing department

Elaborating and fulfilment of the publishing plan

Achievements:

The company became the second largest IT books publisher in Romania in 1998

Benefits:

tickets

TRANSLATOR 15.06.1995 - 15.06.1996 [[Edit](#)]

Company: Teora Publishers

Working city: Bucuresti

Salary: CONFIDENTIAL

Department: translations

Company activity field : Publisher, market leader in IT, dictionaries and

children's books

Responsibilities:

Translating, editing and proofreading IT books

Recommendation:

Written recommendation available upon request.

Achievements:

I translated around 10-12 titles a year, i.e. around 12 million characters

Benefits:

tickets

COPY EDITOR 01.08.1994 - 15.06.1995 [[Edit](#)]

Company: Technical Publishing House

Working city: Bucuresti

Salary: CONFIDENTIAL

Department: printing/publishing

Company activity field : Publisher, around 100 employees

Responsibilities:

Book editing, proofreading and translation of various materials

Benefits:

none

EDUCATION

Studies:

"Ion Neculce" High School, graduated 1989

"Politehnica" University Bucharest, Chair of Fine Mechanics, Computing Equipments direction of study

Courses, certificates & awards

Sworn IT translator for the EN-RO pair of languages (certificate issued by the Romanian Ministry of Culture)

ABILITIES

Foreign Languages(writing/speech/reading):

english (advanced,advanced,advanced)

PC Skills:

Excellent knowledge of Microsoft Word, Microsoft Internet Explorer

Working knowledge of Adobe Reader, CorelDRAW, TRADOS Freelance 7

Other skills or details that are relevant to your CV

I am a fast typist, thus being able to translate up to 20-25 pages daily

MINI INTERVIEW

1. Which was your biggest professional achievement?

Establishing a completely functional IT books publishing department for Rosetti Educational Publishers

2. Which was your biggest setback?

Inability to continue a project regarding a complete IT dictionary with ALL Publishers

3. Where do you see yourself 5 years from now?

manager of an important translations agency

4. What job do you consider to suit you best?

Guidance and coordination of a team of professional translators

5. Describe your ideal company.

A company that respects and values its employees and is respected and valued by same.

6. Which is the department you would like to work in (you can make only one choice)? Explain why do you consider that you are right for the job and why you made that choice!

I believe that a translations department is best suited for me, due to my 13-year experience in the field

7. Give a detailed description of your personality (hobbies, hopes, the things that motivate you, your lifestyle and workstyle, etc).

I really don't have too much time for hobbies. Family is my primary hobby. I am organized, fast, on time. Quality and deadlines are paramount for me.