**RALUCA GONCIAR**

**CERTIFIED TRANSLATOR**

***Personal information***

Date of birth: July 7, 1973

Address: Str. Iuliu Maniu, nr. 53 A, bloc 18P, sc. 2, ap. 84, sector 6,

Bucharest, Romania

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***Certification and Education:***

1991 – 1995 “Al. I. Cuza” University, Iasi, Romania, Faculty of Letters

Bachelor of Arts in English and French Language and Literature

2001 - Certified translator and interpreter by the Romanian Ministry of

Justice

***Areas of expertise:***

* General, Business/Commerce (general), Environment, Law (general), Law (contracts), Technical, Construction, Engineering, Economics & Finance, Certificates/Diplomas/ Licenses, Accounting, Recreation, Tourism & Travel, Science, Journalism, Literature

***Language pairs:***

* English / Romanian
* Romanian / English
* French / Romanian
* Romanian / French
* French / English

***Professional experience:***

**2006 – present Freelancer- Sworn translator for English and French**

* translation of laws, normative acts, regulations, legal documents, etc.; translation of contracts and related documents; translation of presentation materials (brochures, websites, newspaper articles, business plans), translations in the field of tourism and marketing; translation of technical materials and projects (technical manuals and instructions, feasibility studies, environmental reports, appraisal reports, etc.); research papers; translations in the field of literature, art, etc; translations in the economical field; business correspondence translation; translations in the medical field, biology, different fields; interpreting services for business meetings.

**2003 – 2006 Purser – Carnival Cruise Lines**

Carnival Cruise Lines is the largest cruise line in the world, based on passengers carried, and the flagship brand of Carnival Corporation & plc, traded on both the New York and London Stock Exchanges and the largest corporation in the cruise industry.

*Main responsabilities:*

* in charge with international assistance for the French speaking guests; translation of different documents from English into French for the French speaking guests; front desk duties on a 3000 passengers ship; documenting and settling complaints coming from the guests; providing assistance for the American immigration process

**2001 – 2003 Freelancer – Sworn translator for English and French**

* translations of legal documents and certificates, study documents, different personal papers from different fields (technical, economical, juridical, medical, etc.); translation of several projects, part of PHARE financing programme, for Directia de Drumuri si Poduri (Directorate of Roads and Bridges, city of Botosani, Romania, as well as for The Chamber of Commerce (Camera de Comert), city of Botosani, Romania;

**1995 – 2001 Teacher of English - Pedagogical High school Nicolae Iorga Botosani**

* teaching students of all grades, member of the examination board for the high school graduation (baccalaureate) exams; preparing the students for the local and national competitions on the English language; taking part as coordinator in different extra curricular activities (English language club, theatricals and programs for different local festivals

***Skills:***

* strong organizational skills, attention to detail, dedicated to quality of work, accurate, reliable, punctual, client-oriented;
* excellent terminological research skills
* MS Office, Excel, PowerPoint, Adobe Acrobat

***Several examples of recent translation projects:***

* Financial audit reports for a prestigious Romanian construction company: 50.000 words;
* Law 93/2009 on non-banking financial institutions: 8.000 words;
* Government Emergency Ordinances no. 54/2006 (on legal procedures for awarding contracts of concession of public property assets) and 34/2006 (on the award of the public procurement contracts, public works concession contracts and services concession contracts): 54.000 words;
* National Bank of Romania - Regulation no. 20/2009 on non-banking financial institutions: 18.000 words;
* Romanian Power Grid Company “Transelectrica S.A.”, Romania - Technical Approval for Connection to Electricity Transmission Grid: 9.000 words;
* Laws and norms regarding “First Home” buying programme, Romania – 20.000 words;
* Contracts related to television reality show “Biggest Loser” – 33.000 words;
* Business Plan – Development of a ski resort and conference center – 35.000 words;
* General Urban Plan for the City of Tarlungeni, County of Brasov, Romania – 20.000 words;
* Power Point Presentation of Topilex (antiepileptics medicine) – 10.000 words;
* Type MBA 25000 Batch Asphalt Plant – Description, terms and conditions of sale and other related documents: 15.000 words;