# Curriculum Vitae

PERSONAL INFORMATION Simona Maria Ignat  
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LinkedIn: Simona Maria Ignat (public profile)  
Female, Date of birth 19/09/1976, Romanian

WORK EXPERIENCE

2014 – to present Interpreter for English, French and Romanian Languages   
Word Perfect Translations   
Interpreting assignments for all major hospitals from Dublin, Navan, Drogheda and Dublin Airport.

2013 – to present Translator for English, French and Romanian Languages  
Accord Translations   
Translating assignments for legal, medical, technical documents from French and Romanian into English

2013 – 2010 Assistant Administrator  
Aramis  
Managing the daily diary of business, setting the financial analysis and documents in dealing with the Revenue. Taking over the phone calls from customers and managing database.

2010 – 2001 Teacher for French, Romanian and Latin  
Ministry of Education, Research and Innovation (Romania)  
Teaching the languages and literature of the above mentioned subjects and preparing the students for National Leaving Certificate

2001 – 1999 Sales Consultant and Team Leader  
Metro Cash & Carry  
Keeping the contact with the clients from three counties, updating the market trends and requests of merchandise from the supermarkets. As team leader, I took part to the campaign of clients’ acquisition for Metro – Ploiești branch.

1999 - Data entry clerk position  
Metro Cash & Carry   
Typing in the database of the new opened supermarkets from Romania

EDUCATION AND TRAINING

2015 – 2014 Legal and Medical Administration FETAC Level 5  
Marino College of Further Education  
Digital Marketing, Medical and Legal terminology , keyboard and audio typing, Excel, Information and Administration.

2013 Certificate of Translator (Romanian into English), Legal expertise  
Ministry of Culture (Romania)  
Translations of Legal texts in language-pairs Romanian and English

2009 – 2007 Master of Philology, HETAC Level 9  
University of Bucharest, Faculty of Letters  
Cognition and Learning, Didactics of writing, Interpretative strategies in the study of Literature, etc. Research tutorial – developing writing skills of descriptive texts in Secondary School.

2000 – 1996 Honours Bachelor Degree of Philology, HETAC Level 8  
University of Bucharest, Faculty of Letters  
Romanian and French Languages and Literature, Latin, Linguistics, Semantics, Folklore, Comparative Literature, Didactics etc.

1995 Certificate of programming C+, FETAC Level 5  
Ministry of Labour and Social Protection  
Programming and computer basic literacy skills

PERSONAL SKILLS Organisational, research and innovation, punctuality skills

Mother tongue Romanian

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| Languages | UNDERSTANDING | | SPEAKING | | WRITING |
| English | C2 | C2 | C2 | C2 | C2 |
| Ministry of Culture and Ministry of Education, Research and Innovation (Romania) | | | | |
| French | C2 | C2 | C2 | C2 | C2 |
| University of Bucharest | | | | |
| Latin | C2 | C2 | A | A | B |
| University of Bucharest | | | | |

Communication skills I improved my communication skills due to my assignments of interpretation and translation at Word Perfect Translations and Accord Translations. I have also team player communication skills due to my assignments from Metro Cash & Carry and due to my teaching career too.

Managerial skills I improved my organisational skills due to my work at Aramis, dealing daily basis activity of coordination of human and material resources.

Job-related skills Self-driven skills due to the need of taking decisions alone on a daily basis.  
Team player due to my jobs as teacher and medical interpreter.  
Efficiency and organisation due to the needs of reaching deadlines in almost all activities which I have been through.

Computer skills Good command of Microsoft Office, Open Office and Social Media.

Other skills Keyboard typing, audio typing (medical and general business letters).   
Digital marketing analytics and prognosis; organising promotion campaigns.

Driving licence Full driving licence, B category

ADDITIONAL INFORMATION Distinction award for Master degree  
Distinction for Medical and Legal modules  
Associate-member of Irish Translators and Interpreters Association  
Contributor at eLearning platforms: [www.proz.com](http://www.proz.com) and [www.termWiki.com](http://www.termWiki.com).   
Voluntary contributions at: project Letters 1916, research psychological projects.