curriculum vitae

|  |
| --- |
| DÂRGĂU IOANA TEODORA |
| Aleea Porumbelelor 5 Cluj-Napoca, Romania |
| 0040 – 751 042 595 |
| [todoranteo@yahoo.com](mailto:todoranteo@yahoo.com) |
| ROMANIAN |
| 24.01.1982 |

|  |
| --- |
| 01.2000 – present |
| **Translator and Interpreter (Freelancer)** Translation industry |
| Translator / interpreter / private trainer of German / English / Romanian language |
| **Evaluator of translation quality for VOLKSWAGEN AG – Germany, based on the industrial standard SAE - J2450**  Translating and interpreting for various direct clients and translation agencies from Germany (Sakallah, tolingo) Austria (TermNet), Greece (Paspartu), SUA –Utah, Salt Lake City (International Translating Company, RR Donnelley’s Language Solutions), Serbia (E-Prevod), Switzerland, India (Ezee Nursing Solution Pvt. Ltd, PY Translate) and Romania (Translator, Lingua Transcript) |

|  |
| --- |
| 08.2007 – 05.2008 |
| **ORACLE ROMANIA S.A. – Bucharest** |
| Multinational Software Company |
| Contract Specialist for Germany, Austria and Switzerland |
| Drafting contracts in German language according to clauses required by the Sales Department in closing deals with clients |

|  |
| --- |
| 04.2004 – 06.2005 |
| **MBI Marketingberatung and insurance brokerage** |
| Insurance Broker |
| Translator / Interpreter of German and English |
| A multinational Insurance Broker (present in 10 countries): Translating of documents, Interpreting at national and international seminars and conferences |

|  |
| --- |
| 09/2004 – 02/2006 |
| `Babes Bolyai` University Cluj – Napoca Romania  Faculty of European Studies - **Master Degree in German Studies** |
| German History, International Affairs, German Literature, etc. |
| Master Degree in German Studies  Final paper: “Germany before and after 1989” |

|  |
| --- |
| 09/2005 – 06/2006 |
| `Babes Bolyai` University Cluj – Napoca Romania  Faculty of Business – **Master Degree in Business Administration** |
| Master Degree in Business Administration (MBA) |

|  |
| --- |
| 09.2000 – 06.2004 |
| `Babes Bolyai` University Cluj – Napoca - Romania  *Faculty of European Studies* – **Management of the European Institutions**  June 2004: Degree 8.66 |
| History of the European Union, Institutions of the European Unions, Management, Marketing, Human Resources, E-commerce |
| Bachelor Degree in Management of the European Institutions |

|  |
| --- |
| 09.1996 – 06.2000 |
| ‘Stephan Ludwig Roth’ High school Mediaş - Romania  Informatics with German as a mother tongue |
| High school Diploma – 9.55 |
| 2008 Translator and Interpreter Certificate issued by the **Ministry of Justice**  – Authorized Translator/Interpreter for German language Authorization. No. 22153  2005 Certificate issued by the **Ministry of Culture and Education**  – Authorized Translator for German language  2003 “**Cambridge** - Certificate in Advanced English ”  2000 “Deutsches Sprachdiplom –Stufe II” from Bonn Certificate for German  08/2001 – 12/2001 Studies abroad ‘Diakonhoijskolen’ in Aarhus, Denmark, Management and Public Relations in English Certificate:  International Diaconal Course  1996/1997 National Olympics German as a mother tongue – Timişoara/ Satu Mare |

|  |
| --- |
| 09.1996 – 06.2000 |
| ‘Stephan Ludwig Roth’ High school Mediaş - Romania  Informatics with German as a mother tongue |
| High school Diploma – 9.55 |
| 2008 Translator and Interpreter Certificate issued by the **Ministry of Justice**  – Authorized Translator/Interpreter for German language Authorization. No. 22153  2005 Certificate issued by the **Ministry of Culture and Education**  – Authorized Translator for German language  2003 “**Cambridge** - Certificate in Advanced English ”  2000 “Deutsches Sprachdiplom –Stufe II” from Bonn Certificate for German  08/2001 – 12/2001 Studies abroad ‘Diakonhoijskolen’ in Aarhus, Denmark, Management and Public Relations in English Certificate:  International Diaconal Course  1996/1997 National Olympics German as a mother tongue – Timişoara/ Satu Mare |

|  |
| --- |
| **memoQ 8.4, SDL Trados Studio, MemSource, ACROSS, MATECAT** |
| **ROMANIAN / ENGLISH / GERMAN – C1** |
| Good ability to adapt to multicultural environments, gained through my studies abroad – international class in Denmark; good communication skills. |
| I am eager to finish everything I begin. I love working with deadlines. Every month I use to set up a large master calendar that clearly displays schedules and appointments.  Attending a Time-Management course helped me a lot to learn how to set up priorities in my every day activities and tasks. |
| I have excellent skills in using the Microsoft Office package (Word, Excel, Access, PowerPoint, etc.) Quick learner of new CAT Tools |
| I have a driving license for B category since 2000 |