

## PERSONAL DETAILS

Name	Timea Ficzey
Place of Birth	Arad, Romania
Date of Birth	10.05.1974
Address	Arad, Piața Eroilor nr. 5, 310249
Phone	+40 722 498 389
E-mail	<a href="mailto:timea.ficzay@gmail.com">timea.ficzay@gmail.com</a>



## CERTIFICATES

**Certified Translator of Legal Texts, English – Romanian – certificate issued by the Romanian Ministry of Culture and Cults, March 2015**

## CURRENT EMPLOYMENT

Present	Freelance translator – Romanian – Hungarian – English
-	Freelance SEO copy writer – English, US clients
01.11.2015	Freelance English to Romanian subtitle translator for global media service providers including Deluxe Media Services, Sfera Studios, Sublime Subtitling, IYUNO-SDI Media Services, Media Art Plan

## EXPERIENCE IN THE FIELD OF ENGLISH – ROMANIAN – HUNGARIAN DOCUMENT TRANSLATION AND COPYWRITING

Audiovisual subtitling and QA – feature films, documentaries, television series, reality shows, training videos  
Legal documents – court rulings, affidavits, deeds and testaments, etc.  
Business contracts (service provision contracts, sales agreements, lease agreements.), acts of incorporation  
ISO:9001 Documentations  
Literature – short stories, reviews, book blurbs (as a translator and author)  
Technical documentations – installation and service manuals for printing machines, generators, lifts, escalators, technical and safety data sheets  
E-learning course materials  
Brochures, flyers, advertising materials, corporate presentations  
Localization for various websites and webshops  
Tourism

## ORIGINAL PUBLICATIONS AND PUBLISHED TRANSLATIONS

Author - Hungarian	Ficzay Timea, Marosán Médea, Szűcs Veronika - Történelmi helyszínelők – A Középkor (Medieval History) – history workbook for the 6th grade, ed. Totem Plusz, Budapest, Hungary, 2006, ISBN: 9789635902545
Author - Hungarian	Ficzay Timea, Marosán Médea, Szűcs Veronika - Történelmi helyszínelők – Az Újkor (Modern History) – history workbook for the 7th grade, ed. Totem Plusz, Budapest, Hungary, 2006, ISBN: 9789635902552
Author - Hungarian	Ficzay Timea, Marosán Médea, Szűcs Veronika - Történelmi helyszínelők – A XX. Század (The History of the 20th Century) – history workbook for the 8th grade, ed. Totem Plusz, Budapest, Hungary, 2006, ISBN: 9789635902569

English to Hungarian translation – published:  
Carolyn Fry – The Impact of Climate Change, ed. Totem Plusz, Budapest, Hungary, 2008, ISBN 978-963-590-354-2

Copies for landing pages and SEO articles for various websites.

## COMPUTER LITERACY

Wordfast Anywhere, Microsoft Office, Open Office, Internet browsers  
Subtitling software: proprietary platforms, Aegisub, Subtitle Edit

## EDUCATION

2002 – 2000	Ph. D. Studies – Miskolc University, Hungary Contemporary Literature
1999 - 1994	MA degree, József Attila University, Szeged Faculty of Arts English Language and Literature

## PREVIOUS EMPLOYMENT AND OTHER PROFESSIONAL EXPERIENCE

01.11.2015 – 01.08.2010	<b>SC Szakal Metal SRL, Romania – automotive retail Supply Chain Manager - Translator</b> <b>Principal duties and responsibilities:</b> Liaising with key suppliers, drafting contracts, implementing marketing strategies, handling complaints <b>Translation tasks – contracts, marketing materials, technical documentations and safety data sheets from and to English, Hungarian and Romanian.</b>
01.12.2009 – 01.07.2008	<b>SC Sinter Serv SRL, Romania – servicing company</b> <b>Project manager - translator</b> <b>Principal duties and responsibilities:</b> Liaising with suppliers/clients; finding new potential partners, correspondence, ordering spare parts based on client's requests, preparation of price quotations, daily primary accounting operations, invoicing, payroll, handling bank accounts, preparation of documentations for obtaining authorizations. <b>Translation tasks – maintenance and installation manuals, MSDS, contracts and correspondence from and to English, Hungarian and Romanian.</b>
28.06.2008 – 18.02.2005	<b>Katedra Nyelviskola Llc., Budapest, Hungary – private language school</b> <b>Project manager and English teacher – all levels</b> <b>Principal duties and responsibilities:</b> Organizing courses, negotiations with clients, teaching
28.06.2008 – 01.03.2005	<b>Globus Nyelviskola Llc., Budapest, Hungary – private language school</b> English language teacher – all levels
25.01.2005 – 15.08.2004	<b>Sprint-L Nyelviskola Llc., Zalaegerszeg, Hungary – private language school</b> <b>Director of Studies and language teacher – all levels</b> <b>Principal duties and responsibilities:</b> Preparing and teaching courses, liaising with partners, finding new partners, preparation of the ISO documentation, organizing trainings for the teachers of the school, preparing the curriculum, organizing courses; evaluation of fellow teachers.

## OTHER LANGUAGE SKILLS

French – elementary  
Chinese – elementary

## SOCIAL SKILLS

- responsible, able to take initiative, honest, perseverant;
- accurate, attentive to details;
- flexible and able to take on a large workload.