

Adina-Loredana Muraretu

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## **Personal Profile**

I am self-motivated, focused and experienced project manager and freelance translator, with passion for quality and love for words and technology, keen to explore the management world and to experience new challenges.

## **Key skills**

- Account Management/Client meeting
- Digital marketing/Managing campaigns
- Desktop Publishing Software:, Illustrator, InDesign
- Creative/Technical Problem Solving
- Machine Translations
- Copywriting/Transcreation
- SEO/Keyword research/WordPress
- Communication, organizational skills
- CAT Tools
- Microsoft Office, Excel, PowerPoint, etc.
- Fluency in Spanish, French and English, native level Romanian
- Team work ability and independent

## **Translation Work Experience**

**January 2015 - March 2016, Assistant Translator at Kinder Translations in Timisoara, Romania.**

### **Duties:**

- Translating to and from English, French, Spanish and Romanian
- Handling client's queries
- Contacting other translators and providing requested information regarding projects.
- Proofreading translated documents
- Handling glossaries and terminology databases

**June 2014 - October 2014, Assistant Translator at Ahrtranslations in Targu-Jiu, Romania**

**Duties:**

Translations to and from English and French for various documents.

- Perform general clerical duties to include but not limited to: mailing, labels, photocopying and faxing.
- Compile information, such as technical terms used in legal settings, into glossaries and terminology databases to be used in translations.
- Convert concepts in the source language to equivalent concepts in the target language.
- Review translated material for accuracy of meaning, grammar and syntax.

**July 2013 - Present, Freelance Translator**

**February 2017- Present, Project Manager at Codex Global in London, United Kingdom.**

**Duties:**

- Manage digital and translation projects.
- File management/ database/glossaries maintenance and oversight
- Utilize tools and technologies to improve workflow
- Recruit and manage Freelance Linguist and PM resources
- Monitor, measure, and communicate the progress of projects, budget and quality standards
- Collaborate regularly with all members of the production team and the client
- Weekly client meetings to discuss progress and improve workflows and test new approaches
- Managing artworks and campaigns
- Testing new technologies and workflows.
- Manage presentations for team members and clients.

**Education**

Constantin Brâncuși University, Târgu-Jiu, Romania      **October 2011-July 2014**

**Bachelor's Degree:** Teaching English as a foreign language

West University of Timisoara, Romania      **October 2013-July 2016**

**Bachelor's Degree:** Applied Modern Languages (English-French)

London Metropolitan University, United Kingdom      **October 2016- September 2017**

**Master's Degree:** Translation Studies, Specialisation in Website Localization

