

ANDREEA SARAMET, Translator & Editor since June, 2005
200 Anchorage St. Fort Myers Beach FL 33931- USA
T: +1 (301) 202- 7886 |F: +1 (866) 269-2006
Email address: andreea1402@yahoo.com |Skype: asaramet

Links to profiles:

<http://www.proz.com/profile/668932>
<http://www.translatorscafe.com/cafe/member58593.htm>
<http://www.linkedin.com/in/andreeasaramet>

SERVICES: Translations, Proofreading, Editing
SOURCE LANGUAGES: French, English, Romanian
TARGET LANGUAGES: English, Romanian

SPECIALIZATION

Law & General Business

PROFESSIONAL BACKGROUND:

2005 – Present - Freelance Translator

2006-2009 – Paralegal & in- house translator with the Law Offices of Wolpoff & Abramson, Maryland, USA

LEGAL PROJECTS:

Legal translations: Contracts, Subpoenas, Judgments, Wills, Intellectual Property, Criminal Law, Family Law, Immigration, etc. – exceeded 2 million words to date

OTHER PROJECTS:

Project “TAV”- Avrasya Translations – approx. 500,000 words- Electrical Engineering - 2007

Project “Easy Voyage”- Avrasya Translations- approx. 300,000 words- Tourism in South America- 2008

Pharma & Clinical Trials – Transperfect Translations Inc. – approx. 500,000 words- from 2008- 2010

Telecommunications – France Telecom S.A– approx. 500,000 words: 2012

DAILY TRANSLATION CAPACITY

3,000 words/day- translation
5,000 words/day- proofreading & editing

SOFTWARE, PROGRAMS & TOOLS

Trados 2007 & 2009, Transit NXT, Translation Workspace, Adobe, PowerPoint, Microsoft Office (Word, Excel) Printer, Scanner, Desktop computer, Laptop, Mobile Email, Mobile Internet device

EDUCATION

University of Maryland, College Park, MD, USA
Bachelor’s Degree in Communications, 2009

DALF – Ministry of Foreign Affairs – Paris, France
Diplôme de langue française (French Language Diploma)

SKILLS

Fast- learner, ability to plan, organize and prioritize work, very good communication