

# Curriculum Vitae



## Personal information

Surname(s) / First name(s) **Elencu Laura Daniela**  
Address 22 Amiral Murgescu  
RO-021754 Bucharest (Romania)  
Mobile 0752.304.579  
E-mail(s) danaelencu@yahoo.com  
Nationality Romanian  
Date of birth 05 May 1979  
Gender Female

## Desired employment / Occupational field

### Translations, human relations, environment protection

## Work experience

Dates	15 May 2009 – present
Occupation or position held	Freelance translator and interpreter
Main activities and responsibilities	Translations from English and Spanish into Romanian
Type of business or sector	Freelance translations and interpreting
Dates	21 February 2008 - 15 May 2009
Occupation or position held	Translator and reviewer
Main activities and responsibilities	I made written translations and revised the translations of my colleagues from English and Spanish into Romanian. I also did reverse translation and interpreting; I created and updated glossaries with the clients' suggestions and corrections.
Name and address of employer	ACED Consult Services SRL 8 Națiunile Unite Blvd., Bucharest (Romania)
Type of business or sector	Translations and DTP
Dates	01 August 2002 - 20 February 2008
Occupation or position held	Freelance translator
Main activities and responsibilities	Translations (especially legal and business texts) and interpreting (motivational conferences and seminars) from English and Spanish into Romanian.
Name and address of employer	GorunNet SRL 22 Amiral Murgescu, Bucharest (Romania)
Type of business or sector	Translations
Dates	01 June 1998 - 31 August 1998
Occupation or position held	Secretary
Main activities and responsibilities	I welcomed the customers, I contacted clients and business partners by telephone and fax, I managed the reception and sending of the appropriate documents.
Name and address of employer	S.C. ASCOMEX SRL 22 Slt. Zaharia street, Bucharest (Romania)
Type of business or sector	International trade of petrochemicals

## Education and training

Dates	01 October 1997 - June 2001
Title of qualification awarded	Bachelor's Degree in Philology
Principal subjects / occupational skills covered	- English and Spanish phonetics, morphology, syntax and semantics - notions of pragmatics - language teaching techniques - translations of literary and journalistic texts - history and culture of Great Britain and Spain - Catalan language and literature
Name and type of organisation providing education and training	Faculty of Foreign Languages and Literatures, University of Bucharest 5-7 Edgar Quinet street, Bucharest (Romania)
Dates	25 August 2000 - 14 September 2000
Title of qualification awarded	International Certificate of Catalan
Principal subjects / occupational skills covered	- speaking, reading and writing Catalan - direct contact with the Catalan culture through various activities
Name and type of organisation providing education and training	The Gironella Town Hall, Department of Catalan language courses for foreigners Gironella (Spain)
Level in national or international classification	ISCED 4

## Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment  
*European level (\*)*

**English**  
**Spanish / Castilian**  
**Catalan / Valencian**  
**French**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B2	Independent user	B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user
B2	Independent user	B2	Independent user	A2	Basic User	A2	Basic User	A2	Basic User

(\*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences Working within a team of translators and reviewers constantly dealing with large and complex projects, I have acquired and constantly developed my coordination and communication skills.

As a reviewer I became responsible for explaining my decisions and corrections to the other people involved in each project, in order to help them improve their future work. I have also learned to communicate efficiently with the clients and get them involved in the translation process by signalling possible errors, asking for glossaries or suggestions and making sure they were satisfied by the final result.

Computer skills and competences Very good command of Microsoft Word and Excel, Wordfast, Trados and TagEditor.

## Additional information

### Activities as a voluntary

Starting from the summer of 2009 I have been involved in ecology projects by writing and translating environment-related articles for Greenpeace Romania and for [www.ecomagazin.ro](http://www.ecomagazin.ro).

In 2003 I was involved in a sports programme for orphans, organized by the Hope Worldwide Romania foundation. I was in charge of supervising the children and teenagers, organizing and refereeing games. My special contribution was advising the girls in order to help them improve their self-esteem.