

Narcisa RUSU

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Career Sector

Certified Spanish, English, French and Romanian Translator

Banking and Finance/Economics; Business, Consulting and Management, Healthcare, Marketing, Public services and Administration, Recruitment and HR, Sales.

Professional Experience

August 2019 – Present

Translator Spanish, English and Romanian
NSR-Translations LLC
Company industry: Translation
Suceava, Romania

Provide written translation as assigned, and review translations performed by others
Translated various articles, marketing documents, legal documents, and other materials from Spanish to English and vice versa, from Romanian to English and vice versa, from Romanian to Spanish and vice versa, ensuring the translations were accurate.
Interpreted dialogues and conversations in Spanish, English and Romanian.
Provided linguistic assistance and support to multiple government officials.
Maintained excellent client experience and promoted services all over the Internet in order to increase the client base.

October 2012 – August 2019

Translator Spanish, English and Romanian
Dubai Legal Translation Office
Company industry: Translation
Millennium Plaza Tower, Office 04, Dubai, United Arab Emirates

Performed various translation and interpretation duties in Spanish, English and Romanian, including written texts, localization, internationalization, audio files, and live speaking presentations.
Arranged concurrent translation during corporate meetings to allow English audience members to take part in Spanish-language events.
Translated text projects, including legal documents, website content, news articles, and corporate reports.
Upheld strict confidentiality policy when translating personal and diplomatic materials.
Provided interpretation and transcription services as needed by corporate clients.
Successfully translated over 300 complete projects, ranging from documents to entire

websites, in Spanish, English and Romanian.
Completed an array of services bring English-language material to the Spanish-language market, including translation, transcription, interpretation, and more.
Stayed current with latest Spanish and English-language idioms and cultural references to allow for hyper-realistic translations for modern publications.
Provided video conferencing, localization, and personal translation services for clients on a case-by-case basis.
Earned “Translator of the Year” award for Spanish language translations in 2015.

February 2010 – October 2012

Credit Officer
Alpha Bank S.A.
Company industry: Banking, Sales
Colentina, Bucuresti, Romania

Financial services management;
Identifying the needs of customers and offering products and services that best meet these needs (cross-sell), including through visits and presentations organized at the headquarters of some companies / institutions;
Maintaining and developing relationships with existing and potential customers by contacting / visiting them regularly;
Professionally representing the institution at meetings with existing and / or potential clients;
Assuming and reaching all sales targets;
Carrying out the specific analysis for the purpose of granting consumer loans, personal needs, credit cards and taking the necessary steps to approve the file in optimal time;
Careful monitoring and maintaining the high degree of customer satisfaction;
Responsibility to build a high performing loan portfolio;
Coordination of the verification and correction operations based on the instruments made available by the plant.

July 2006 – February 2010

Account Manager
TBI Credit IFN S.A.
Company industry: Financial Services and Banking
George Enescu Street 16, Suceava, Romania

Provided customers with all required account services such as making loan payments and managing deposits
Monitored new services, informed same to customers and assisted customer with a representative
Verifying application to accepted or rejected the loan
Assist manager to visit the companies, explanation to the client the benefits of loan
Update the clients bank database and also checking the loan application.
Identifying the training and development needs of staff.
Producing documents, briefing papers, reports and presentations.
To identify, plan and execute implementation of new business streams
Overseeing the smooth and efficient running of all aspects of the office.
Coordinating meeting and networking events.

Education

October 2003 – July 2006

Stefan cel Mare University – **Faculty of Letters English and French**

www.usv.ro/

Romanian Translators Association—Certified Translator from Romanian into English

Romanian Translators Association—Certified Translator from English into Romanian

Romanian Translators Association—Certified Translator from Romanian into Spanish

Romanian Translators Association—Certified Translator from Spanish into Romanian

Personal and Professional skills

Mother tongue(s)

Romanian

Other language(s)

European Level(*)

English

Spanish

French

UNDERSTANDING		SPEAKING		SPEAKING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2
C2	C2	C2	C2	C2
C1	C1	C1	C1	C1

(*) Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user

Personal Skills

Enhanced adaptation capacity, communication, seriousness, capacity to assimilate new information and abilities, availability for involvement in socio-cultural activities, acquired competences following the achievement of the numerous group projects in workplace activities

Professional Skills and Highlights

Capacity of synthesis and analysis, decision-making capacities, organizational spirit, coordination-punctuality skills, ability to make decisions in terms of stress and respect deadlines. -capacity to analyze tasks and responsibilities,-capacity to evaluate professional skills of the collaborators-analytical spirit-teamwork-spirit of evaluation and improvement-monitoring team work-self-improvement capability

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Outlook, Oracle, FlexCube, Charisma, Insis, Swot, Act!, Sieble, Zoho – CRM

UE and UAE Driving license

Reference available on request