



Magdalena Mitroi

Experience

IMPORT OPERATIONS OFFICER

Veldis S.A.

03/2023 - Present

- Management and follow-up of purchase orders
- Constant contact with suppliers
- Checking of invoices and documentation related to import-export
- Preparation of delivery notes, incidences, goods receipts
- Logistics management and transport follow-up

FREELANCER TRANSLATOR

ProZ.com · Autónomo

07/2022- Present

- Translation services on the platform with the language combination EN/RO>ES

TRANSLATOR & EU PROJECT OFFICER

Fundación Universitat Jaume I - Empresa

11/2020 - 12/2022

- Support to the management, implementation, organisation and control of European and international project activities.
- Translation of guides and training courses
- Translation of news, newsletters and websites

TRANSLATOR

AS Notarios

04/2020 - 07/2022

- Translation of notarial documents (powers of attorney, deeds, wills, etc.).
- Proofreading and correction of the translated content to ensure accuracy and conformity.
- Editing of translated documents, checking spelling, grammar and style.

Education

Translation Course for the European Union

Sampere - Escuela de Traductores e Intérpretes en Madrid

12/2022/- 12/2023

Master in English for International Trade

Universitat Jaume I

09/2021 - 10/2022

Bachelor Degree in Translation and Interpreting

Universitat Jaume I

09/2016 - 07/2020

Contact details



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[Magda Mitroi](#)

Skills

- Import-export
- Logistics
- Customer service
- Translation
- European Project Management
- Event and travel organization
- Problem solving
- Management of administrative programs
- Microsoft Office

Languages

Spanish

Native

Rumanian

Native

English

Advanced C1

Catalan

Intermediate B2

German

First A2