

DIANA NICOLETA GASPAR



TRANSLATOR AND INTERPRETER

English / German / Romanian > Spanish

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Hohenbrunner Str. 6,
81825, Munich, Germany

Date of birth: 26.07.1997

Nationality: Romanian

SERVICES

Translation
Interpreting
Editing and proofreading
Subtitling
Audio and video transcription
Terminology database management

REFERENCES

Available on request.

WORK EXPERIENCE

OCTOBER 2020 – CURRENT

- **Freelance Translator**

FEBRUARY – MARCH 2020

- Internship in Project Management at **KERN AG Sprachendienste, Munich:**

Translation and proofreading of all kinds of texts
Data preparation, inputting, editing and preparation of translation texts
Support in project management
Assisting in the selection of translators and proofreaders
Terminology database management and database maintenance
Quality control of translations
Invoice issue and verification

2017 – 2020

- Sales and Customer Service at **El Corte Inglés (GESPEVESA), Madrid**

2016: 6 Months

- **English teacher (Private lessons), Madrid**

VOLUNTEERING ACTIVITIES

OCTOBER 2020 – CURRENT

- **Translator / Transcriber / Subtitler** at **TEDxTalks**

- **Translator** at **Translators Without Borders**

EDUCATION

TRANSLATION AND INTERPRETING BACHELOR'S DEGREE

(Foreign languages English and German)

2016 – 2020 Universidad Rey Juan Carlos (Madrid)

HIGHER SECONDARY EDUCATION (BACHILLERATO) IN SOCIAL SCIENCES AND HUMANITIES

2015 IES Miguel Delibes (Madrid)

SKILLS / QUALIFICATIONS

2018 German accreditation examination B1

2016 Microsoft Office Specialist Certificate (Office Word)

2015 Cambridge English Level 2, ESOL International (Advanced) Certificate (CAE3)

2020 SDL Post Editing Certificate

Experience with CAT - Tools (SDL Trados Studio 2019), MS-Office (Word, Power-Point, Outlook), ABBYY, Sage, Adobe

Driving License Class B

Detail-, guideline, and deadline oriented (effective time management)

Cultural intelligence

Adaptability, dependability, and integrity