**Karin-Stefanie Vikete**



**Date of birth: 17.08.1985**

**Place of birth: Timisoara/Romania**

**Tel.: +40740350296**

**Email:** **viketekarin@gmail.com**

Education

2006 **Certified translator for GERMAN and ROMANIAN**

09/2004 – 06/2008 **Bachelor degree – GERMAN and ENGLISH**

Work experience

since 10/2005 **Freelance translator and interpreter**

* Translations GE-RO and RO-GE
* Interpreter jobs at different conferences
* Fields of expertise: legal texts, instruction manuals for household appliances and multimedia devices
* Project coordination for EN-RO and RO-EN texts

06/2014-03/2016 **Purchasing analyst for Germany – Bosch Service Solutions SRL**

* Negotiation of prices and contracts with german suppliers
* Purchase orders in SAP
* Handling of order confirmations and invoice clearing

03/2013-05/2014 **Teamleader – SC BUW SRL**

* Mentor for a team of 15 german call center agents
* Coaching and training
* Implementation of Vodafone Germany standards (internal client)

Courses and diplomas

2003 and 2004 Model United Nations in Stuttgart Germany

2002-2006 Courses for creative writing and journalism in german language and practical experience in german radio broadcasting and newspapers

Other skills

German – native speaker

Romanian – native speaker

English – C1

Software: MS Office

 Trados 2011

Soft skills: Creativity

 Punctuality

 Efficient