Curriculum Vitae

Radu Zisu
Freelance Translator

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Education:	
2002	Master's degree in Commercial Business Administration Academy of Economic Studies, Bucharest
2000	Bachelor's degree in economics - Accounting and Management Informatics Academy of Economic Studies, Bucharest

Employment record:	
Date	**June 2005 - to date**
Description	**Freelance technical translator and project manager**
Responsibilities	- management of translation projects for both Romanian companies and foreign translation agencies - translations - specialized in technical and automotive field - DTP
Main translation projects	**Automotive:** - Jaguar Land Rover - owner's manuals for the entire range of models; online materials for trainings and sites, press releases, service booklets, dealer standards - Mitsubishi Motors - owner's manuals for all models (including electric and hybrid versions); website materials, various technical brochures - Hyundai - owner's manuals for the entire range of models (including hybrid and all electric vehicles), press releases - Renault – website materials, Renault CONNECT & R-Link Infotainment Systems - HaynesPro – AtelioPro and AtelioData workshop applications - Volvo Trucks - service bulletins, technical and marketing brochures, press releases, website materials, various applications (including Dynafleet) - Chrysler Jeep - marketing brochures for Dodge, Jeep and Chrysler range - Scania – website materials - Audatex - translation of automotive claims solutions spare parts and works database, including the web application - Ford - technical service manuals, newsletters - Opel – service manuals - Dunlop, Michelin – technical website materials & brochures - Bentley, BYD – owner's manuals - BMW marketing related materials (DCDC, CIM, digital media &SEA) **Technical:** - Land Rover - bicycle marketing brochure - OMAX – translation of software for precision cutting equipment - Measuring instruments for automotive workshops, including welding robots - 3M – technical manuals for various devices - Shell – website and technical materials for oils and greases - Huhtamaki - manuals for food industry machinery - Nijhuis - user guides for waste water treatment solutions - Nagel Precision – manual for CNC finishing machine - Kress Corporation – operator's manual for slag pot carrier - JCB, Caterpillar – high mobility engineer excavators, skid steers and track loaders - PHD - installation and operation manual for Series PNC Number Cruncher - Technical software database for Festo tools - John Deere and Bobcat machines and equipment - Ejendals – workwear and personal protection equipment - Ponsse – service manuals for forest machines - Fives conveyor belts

	IT & software: - Google - AdWords, AdSense, Kanpeki - Keyword searching and SEO for Mitsubishi and Michelin - Oracle – software such as Systems, Fusion, Cloudservices, eBiz, iCore, PeopleSoft etc., newsletters, website materials, brochures and magazines - BlackBerry, HTC - troubleshooting guides for smartphones, online marketing materials, specs and e-learning trainings - ICT materials for technical appliances - Smart2GO - software translation for GPS system - SmardBoard interactive whiteboard - software translation - Hewlett Packard, Epson, Brother, Philips - printer user guides, software translation - Cisco – cable modem UI and help **Marketing & Business:** - Local distributors for various car makers – internal procedures, rules and policies; various training courses on sales, aftersales and brand standards - Volvo – various marketing materials, CRM procedures **Medical:** - Draeger, Philips Nemo, Varian, BD Diagnostics & Bioscience, Trusat & Tuffsat: user guides for various medical devices

Date	**September 2003 – June 2005**
Company	AltaLingua, Bucharest, Romania
Description	Translation agency
Position	**Project Manager**
Responsibilities	- management of translation projects - proofreading, building CAT tools glossaries - expertise for technical automotive translations - expertise for TRADOS CAT tool
Date	**August 2002 – September 2003**
Company	Autonet Import Srl, Bucharest, Romania
Description	Automotive spare parts import company
Position	Technical Consultant
Date	**September 2000 – June 2002**
Company	Intrarom SA, Bucharest, Romania
Description	Electronic equipment manufacturer
Position	Economist

Infrastructure/Equipment:	
CAT Tools	- SDL Trados 2022 Freelance, TransTool, Alchemy Catalyst, MemoQ, Across, Memsource, Wezen
DTP/Graphics	- Adobe Framemaker, Adobe Indesign, Adobe Pagemaker, Adobe Acrobat, Quark Xpress
Operating System	- Ms Windows 11
Other qualifications	- SDL Post Editing certification

Languages	
Romanian	Mother tongue
English	Excellent command
French	Good command