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| Europass  Curriculum Vitae | | IMG_1407+ | | | | | | | | | | | | |
| Personal information | |  | | | | | | | | | | | | |
| Surname(s) / First name(s) | | Cojocaru Mara-Monica | | | | | | | | | | | | |
| Address(es) | | 8A, Duiliu Zamfirescu Street, Cluj-Napoca, Romania | | | | | | | | | | | | |
| Telephone(s) | |  | | | | | Mobile: | | | | +40-747-017276 | | | |
| E-mail | | mara\_tatu@yahoo.com | | | | | | | | | | | | |
| Nationality | | Romanian | | | | | | | | | | | | |
| Date of birth | | 05/01/1976 | | | | | | | | | | | | |
| Gender | | Female | | | | | | | | | | | | |
| Desired employment / Occupational field | | Translator/Reviser | | | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | | | |
| Dates | | **November 2006 – present** | | | | | | | | | | | | |
| Occupation or position held | | Freelance translator and reviser | | | | | | | | | | | | |
| Main activities and responsibilities | | Collaboration with different translating companies from Romania and from abroad (translation, proofreading).  Translations/revisions mostly in the following fields:   * European Union documents - Translations for the following DGs of the European Commission/EU agencies: TAXUD, COMP, OLAF, NEAR, BUDG, EACEA, EMPL, JLS, TRADE, SANCO, ECHA, JUST, FRA, EMA, EMCDDA, PETI, COR, EESC, AGRI etc. * Business documents * Legal texts * Diplomas * External relations * Marketing * Environment protection * Agriculture * Culture and audio-visual services * Regional development * Telecommunications * Medicine (general) * Social assistance * Technical translations (especially in the printing industry), technical manuals * Websites | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | **2002 – April 2007** | | | | | | | | | | | | |
| Occupation or position held | | Translator and reviser (collaborator) | | | | | | | | | | | | |
| Main activities and responsibilities | | Translator and reviserwithin The European Integration Ministry project [translation and revision of the Community acquis in such fields as: external relations, environment protection, wine (oenology), animal health and zootechnics, agriculture, culture and audiovisual services, regional development, telecommunications], in collaboration with SC Poliglot Service SRL, Cluj-Napoca | | | | | | | | | | | | |
| Name and address of employer | | SC Poliglot Service SRL, 5, ap. 27, Castanilor Street, 400341, Cluj-Napoca, Romania | | | | | | | | | | | | |
| Type of business or sector | | Translation and interpreting | | | | | | | | | | | | |
| Dates | | **2001 - 2002** | | | | | | | | | | | | |
| Occupation or position held | | Translator (collaborator) | | | | | | | | | | | | |
| Main activities and responsibilities | | Translatorwithin the PHARE 9706.01.02 – C project (translation of the Community acquis) - viticulture, zootechnics, environment protection - in collaboration with SC Poliglot Service SRL, Cluj-Napoca | | | | | | | | | | | | |
| Name and address of employer | | SC Poliglot Service SRL, 5, ap. 27, Castanilor Street, 400341, Cluj-Napoca, Romania | | | | | | | | | | | | |
| Type of business or sector | | Translation and interpreting | | | | | | | | | | | | |
| Dates | | **November 1998 – November 2005** | | | | | | | | | | | | |
| Occupation or position held | | Translator – International Relations Responsible | | | | | | | | | | | | |
| Main activities and responsibilities | | technical translations (printing industry, packaging); business correspondence; acquisition of raw material, spare parts and consumables from abroad | | | | | | | | | | | | |
| Name and address of employer | | SC Rottaprint Prodimpex SRL, 78, Traian Mosoiu Street, 400132, Cluj-Napoca, Romania (http://www.sunimprof.ro/en.html) | | | | | | | | | | | | |
| Type of business or sector | | Printing house | | | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | | | |
| Dates | | **1998-1999** | | | | | | | | | | | | |
| Title of qualification awarded | | Master’s Degree in American Studies | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | History and Geography of the United States, American Mass Media and Communication, Elements of Institutional Culture, American Literature and Philosophy, Regional and Universal Judicial Systems for the Protection of Individuals | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | The “Babes – Bolyai” University, Cluj-Napoca, Romania  Faculty of History and Philosophy | | | | | | | | | | | | |
| Level in national or international classification | | ISCED 5A | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | **1994-1998** | | | | | | | | | | | | |
| Title of qualification awarded | | University Degree in Philology | | | | | | | | | | | | |
| Principal subjects/occupational skills covered | | English and French (translations into and from Romanian), British and French Civilization and Culture; British and French History; Sociology; Psychology; Economics; Marketing; Accounting; Informatics; Law (public and private law; commercial law, employment law); International Business Relations  Translations (English-French, French-English); Administrative Institutions; Communication Techniques; Civilization, Culture and Mass Media (English/French); Community Law – studied within the Tempus scholarship during the period Feb. – June 1997 at the Rennes II University, Rennes, France (Department of Applied Modern Languages – LEA). | | | | | | | | | | | | |
| Name and type of organisation  providing education and training | | The “Babes – Bolyai” University, Cluj-Napoca, Romania  Faculty of Letters, Department of Applied Modern Languages | | | | | | | | | | | | |
| Level in national or international classification | | ISCED 5 | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |
| Dates | | **1990-1994** | | | | | | | | | | | | |
| Title of qualification awarded | | Secondary Education Diploma | | | | | | | | | | | | |
| Name and type of organisation providing education and training | | The “Liviu Rebreanu” High School, Bistrita, Romania  Department of Foreign Languages (English - French) | | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | | |
| Mother tongue(s) | | Romanian | | | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | | Speaking | | | | | Writing | |
| European level (\*) | |  | Listening | | Reading | | | Spoken interaction | | Spoken production | | |  | |
| English | |  | C1 | Proficient user | C2 | Proficient user | | C1 | Proficient user | C1 | | Proficient user | C2 | Proficient user |
| French | |  | C1 | Proficient user | C2 | Proficient user | | C1 | Proficient user | C1 | | Proficient user | C2 | Proficient user |
|  | | (\*) Common European Framework of Reference for Languages | | | | | | | | | | | | |
| Social skills and competences | | Good communication skills, adaptability, seriousness | | | | | | | | | | | | |
| Computer skills and competences | | Windows 10, Microsoft Office (Word 2016, Excel 2016, PowerPoint), Internet Explorer, CAT tools (SDL Studio 2017) | | | | | | | | | | | | |
| Other skills and competences | | sports (athletics, tennis, cycling) | | | | | | | | | | | | |
| Driving licence | | Category B | | | | | | | | | | | | |
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| Additional information | | Certified translator by the Romanian Ministry of Justice (English/French/Romanian), authorization no. 4733/2001 | | | | | | | | | | | | |
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