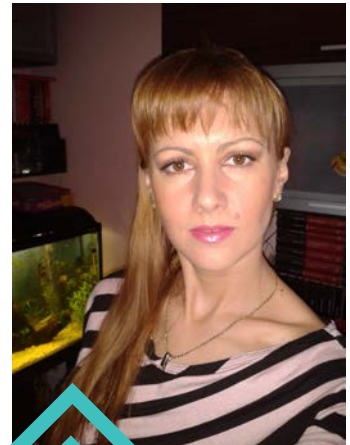


Resume

Name: Elena-Loredana
Surname: Arama
Date and place of birth: May17th, 1977, Bacau, Romania
Address: 4 M Closca, Bacau, Romania
Nationality: Romanian
Mother tongue: Romanian, Moldavian
Status: Married



EDUCATION: “V Alecsandri” Foreign Languages College – Bacau, Romania
English and French Diploma

“Spiru Haret” Psychology University – Bucharest, Romania

Translator Certificate issued by the Romanian Ministry of Culture

EXPERIENCE:

1998-09 <> 2012 - - **assistant manager & translator** - SC Ergon Serv SRL Bacau
Installing air conditioning and heating systems;
I am responsible to keep contact with clients and suppliers in Romania and abroad,
translations, marketing and management activities

2008 – freelance translator - Language First Corp. Limited, Hong Kong

- Transcript Switzerland AG
- Times Translation Ltd, Hong Kong
- Wcities.com Inc, CA, USA
- One Hour Translation
- 🌐 Language Solutions
- Wolfestone Translations, UK
- LNE International NV, Belgium
- Workplace Translation Ltd, UK
- ZStudio spol s.r.o, Czech Republic
- PSD d.o.o, Slovenia
- Vanenberg Globalization Solutions Ltd.
- Maxsun Translations, China
- Travod International, USA
- EstEnter Translations, Netherlands
- Genius Group Europe Limited, UK

Some projects:

- *User manuals (English to Romanian)for: Chainsaw, Hedge Trimmer, Electric Trimmer -15.000words,*
- *Photo Card reader (English to French) 3926 words;*

- *Water solutions - 2 and 3 way valves with flange (English to Romanian)- 3500 words*
- *Employment contracts (English to Romanian) - 3000 words;*
- *Employee Stock Option Agreement (English to Romanian) - 4000 words*
- *Website translation :English to French*

<http://www.power8workshop.com/index.php?lang=fr>

- *Website translation- tourism: English to Romanian – 45.000words - Wcities.com Inc, CA, USA*
- *Immigration Guide – English to Romanian-“Living in Louth”-*

[http://www.louthcoco.ie/en/Services/County_Development_Board/Social-Inclusion-](http://www.louthcoco.ie/en/Services/County_Development_Board/Social-Inclusion-Unit/Living_in_Louth/Living_In_Louth_ROMANIAN.pdf)

[Unit/Living in Louth/Living In Louth ROMANIAN.pdf](http://www.louthcoco.ie/en/Services/County_Development_Board/Social-Inclusion-Unit/Living_in_Louth/Living_In_Louth_ROMANIAN.pdf)

- *Hotels brochures –English to Romanian*
- *Equipment and medical devices – English to Romanian*
- *Website translation-tourism (English to Romanian):*

<http://destinationtoerife.ro>

- *User manual for Car Press – English to Romanian*
- *User manual for grain mills – English to Romanian*
- *User manuals for power tools – English – Romanian*
- *Practical and techniques catalog – Dentistry – English to Romanian*
- *Medical translations – English to Romanian*
- *Marketing brochure – English Romanian*
- *Website translation – English to Romanian* <http://www.munca-olanda.ro/>
- *User manuals– French to Romanian*
- *User manuals for automotive industry – English to Romanian*
- *Cell phones, tablets, TV sets, multimedia devices – user manuals and software*

Foreign languages:

English - Advanced; French - Advanced;

Years of experience: 13

Expertise:

Business, contracts, technical, tourism, travel, hotels, general, user manuals, immigration guides, psychology, personal documents, drugs and addiction, etc

CAT Tools:

SDL Trados Studio 2011, Across, MemoQ