

Elena Luminița Rațiu

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**Native Romanian-English Bilingual
Translator for DE-EN-RO languages**

WORK EXPERIENCE

TRANSLATING (Freelance), including Translation, Editing, Proofreading, Subtitling, Software localization

Various subjects, covering:

- Social issues: European policies, Non Profit Organizations, organizational development, international aid, human rights, project management, arts, culture, environment
- Technical and economical issues: banking and finance – general, automotive, mechanics, industry – general, medicine – general, legal - general.

Extensive 8 years and more expertise: > 10000 pages translated.

Some of the contracting partners:

- NB TRANSLATIONS, Spain (2013); about 50 pages
- INTERTRANSLATIONS, Greece (2011-2013); about 100 pages
- TRUSTED TRANSLATIONS, Spain (2011-2013); about 100 pages
- ONE HOUR TRANSLATION Ltd, Israel; more than 1000 pages
- ARTBOOTH, Bucharest-Cluj, Romania (2008-2009); more than 1000 pages
- Hospice Foundation, Brasov, Romania, (2008-2011); more than 4000 pages
- Romanian Angel Appeal, Romania (2004-2008); more than 4000 pages
- ACCEPT NGO, Romania (2000); more than 500 pages

TRAINING (Freelance), including Curriculum Development, Instructional design, Course delivery, for both E-learning and Face-to-Face learning

Various subjects, covering:

- social issues: organizational development, international aid, human rights, project management,
- technical and economical issues: marketing consultancy for Romania as economical target market, development and use of e-learning platforms, and development of instructional materials for web platforms.

Extensive 4 years and more expertise, covering:

- curriculum development
- instructional design for educational materials for use in web environments
- course delivery in e-learning platforms
- course delivery in face-to-face learning meetings
- manager and concept development for additional resource materials to be used in elearning environment (audio and video recordings, use of forum, use of wiki)
- content development for innovative approaches used in elearning environments (contextualized learning, games and simulations, location specific content, etc).
- building SCORM assessment materials (quizzes, evaluations, final tests, surveys or polls)

STUDY AND DOCUMENTATION SPECIALIST (Long and Short Term Consultancy Assignment or Contractual Employment)

*** Expertise:**

- general projects management in non-profit sector,
- development of education and information materials,
- development and managing various informative or fundraising campaigns,
- fundraising (grant writing, sponsorship, community fundraising), over one million individual success
- institutional liaison and public relations,
- communication and networking with civil society organizations
- research and development of feasibility studies
- editing, translating of materials, web-research,

LANGUAGES

MOTHER TONGUE	ROMANIAN				
OTHER LANGUAGES	ENGLISH	GERMAN	ITALIAN	SPANISH	FRENCH
• Reading skills	EXCELLENT (C2)	EXCELLENT (C1)	BEGINNER (A2)	BEGINNER (A2)	BEGINNER (A2)
• Writing skills	EXCELLENT (C2)	EXCELLENT (C1)	BEGINNER (A1)	BEGINNER (A1)	BEGINNER (A1)
• Verbal skills	EXCELLENT (C2)	INTERMEDIATE (B2)	NONE	NONE	NONE

EXCELLENT COMPUTER PROFICIENCY