



Europass Curriculum Vitae

Personal information

First name / Surname **RALUCA TEODORA LASCU**
Address 353/D, postcode 417515, Sintandrei, Romania
E-mail ralucalascu19@yahoo.com
Nationality Romanian
Date of birth 12.12.1984

Occupational field **Translator, proof reader**

Work experience

Dates	2007 – present
Occupation or position held	Translator, proof reader
Main activities and responsibilities	<p>Translation and proofreading</p> <p><u>Legal:</u> Agreements, Tender documents, Certificates, Decisions, Particular Conditions, Insurance policies, Statement of defence, Counterclaim, disputes at the International Court of Arbitration etc.</p> <p><u>Pharmacology:</u> Patent Cooperation Treaties, Validation forms/protocols, Change control forms, Laboratory investigations, Freezing cell therapies, Clinical trials, Analysis protocols, Case reports – patient screening etc.</p> <p><u>Medical field:</u></p> <p>i.e. Cardiology, Oncology, Dermatology etc.:</p> <ul style="list-style-type: none">• Clinical studies, Approval forms of research studies• Hospitalizations reports, Patient records, Emergency & Medical reports, Malignancy/ Neoplasm reports, Catheterization/ Coronary ischemic/ Infarction/ Stent/ thrombosis reports, Surgery reports, Coronary angiography reports, Angioplasty reports, Prehospital intervention report etc.• Research protocols, Surgery protocols, Stop treatment forms, Summary sheets, Clinical progress sheets, Discharge summaries, Examination results, Outpatient/ Hospitalized patient consultations, Progress notes, Prescriptions, Event follow-up, Death certificates, Medical correspondence etc.• Laboratory test reports/ results• ECG, CT scans (neck, chest, abdomen, cervical spine, pelvis), PET scans, tomography, ultrasound, TTE [transthoracic echocardiography], MRI [magnetic resonance imaging] etc. <p><u>Technical:</u> Reports, Manuals, User guides, Specifications of items, Manufacturing standards, Data sheets, Patents, Feasibility studies etc.</p> <p><u>Economic/ Financial:</u> Business plans, Budget, Balance sheet, Financial/account statements, Auditor reports, Tender documents, Letters of guarantee, Invoices etc.</p>
Collaborator	Freelance translators and translation agencies in the cities of Oradea, Cluj-Napoca, Timișoara, Iași (Romania), the USA.
Dates	2008 - present
Occupation or position held	Translator/ Interpreter
Main activities and responsibilities	<ul style="list-style-type: none">- implements programs and projects financed by the European Union;- translates documents (research studies, projects, tender documents, reports, technical and economical documents, contracts, legal disputes) that are to be sent to representatives of ISPA, Cohesion Fund (European funds), European Bank for Reconstruction and Development (EBRD), foreign consultants etc.- accompanies foreign commissions as interpreter at working sessions of PIU and the board;- in charge of EBRD correspondence

Name and address of employer | SC. Compania de Apă Oradea SA
 Program Implementation Unit
 3 Duiuiu Zamfirescu Street, Oradea, Romania

Type of business or sector | Energy and Utilities – Water (Wastewater Treatment Plants, Water Supply Networks, Sewerage)

Dates | 11th November 2007

Occupation or position held | Certified translator with authorisation no. 20862 for linguistic combination English and French

Dates | August 2008 - present

Occupation or position held | Freelance Translator and Interpreter

Education and training

Dates | 2007-2008

Title of qualification awarded | Master in Translation Studies and Terminology

Principal subjects/occupational skills covered | Translation Studies - Terminology (in English and French)
 Fields: economical, financial, technical, legal, IT, medical

Name and type of organisation providing education and training | “Babeş-Bolyai” University Cluj-Napoca, Faculty of Letters, Department of Applied Modern Languages

Dates | 2003 - 2007

Title of qualification awarded | BA in Philology (English-French) at Faculty of Letters in Oradea, Romania

Principal subjects/occupational skills covered | English Language and Literature– French Language and Literature

Name and type of organisation providing education and training | University of Oradea, Faculty of Letters, English-French Department

Personal skills and competences

Mother tongue | **Romanian**

Other languages | **English, French**

Self-assessment
European level ()*

English
French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Experienced user	C2	Experienced user	C2	Experienced user	C2	Experienced user	C2	Experienced user
C2	Experienced user	C2	Experienced user	C2	Experienced user	C2	Experienced user	C2	Experienced user

(*) [Common European Framework of Reference for Languages](http://www.cedefop.europa.eu)

Social skills and competences

- Teamwork skills;
- Skills for the independent acquisition of knowledge;
- High-level ability to analyse, synthesise and anticipate solutions and their consequences;
- Ability to develop own research techniques and problem-solving approach;
- Ability to use information and communication technology;
- Mastery of research methods, procedures, and processes;
- Ability to make critical and self-critical judgments;
- Capacity for ethical reflection and commitment to professional ethics
- Ability to operate independently in the profession;
- Meet deadlines.
- Good abilities for synthetic and global views over concrete situations
- End-oriented work capacity
- Problem-solving attitude
- Responsibility, Self-respect and self-reliance
- Strong referential values of fairness, equity and dignity

- Ability to establish and maintain good working relations with people of different national and cultural backgrounds

Organisational skills and competences

- Coordination and administration of projects
- Extremely organised person

Computer skills and competences

- **Editing:** Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat(Writer/Reader)
- **Databases:** Multiterm SDL, Microsoft Access
- Working with **CAT tools** – SDL Trados Studio Freelance 2011, Wordfast

References

At request