

# IULIA MĂNESCU

## TRANSLATOR, PROOFREADER, INTERPRETER



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MOTHER TONGUE:  ROMANIAN

### LANGUAGE COMBINATIONS:

ENGLISH (near-native) → ROMANIAN

SPANISH (excellent) → ROMANIAN

FRENCH (excellent) → ROMANIAN

ROMANIAN → ENGLISH US/UK (near-native)

### FIELDS:

#### Specialized in:

Business/Finance, Marketing/Statistics, EU, Advertising/PR,  
Human Resources/Psychometric Tools/E-learning.

#### Extensive experience in:

IT/Websites/Digital Imaging, Pharmaceuticals/Medical,  
Law (Contracts), Tourism, User Manuals, Personal Documents,  
Fashion/Clothes/Textiles/Accessories, Religion, General Text/Other

### CAT TOOLS: SDL Trados with Multiterm; WordFast; Déjà Vu.

**EDUCATION:** 2006-ongoing MA student with the **Academy of Economic Studies**, Bucharest  
2001-2006 BBusSci graduate of the **Academy of Economic Studies**, Bucharest  
*Final thesis: "Portfolio Optimization Using Value-at-Risk Methodology" (maximum grade)*  
Jun.2002 Sales and Life Insurance Course – **ING Nederlanden**, Bucharest  
1997-2001 **Ion Creanga High-school**, Bucharest  
*Note: 3 years' studies with native speakers of English (U.S.)*

**WORK HISTORY:** Jan.2003-ongoing **Freelance translator/proofreader**  
*Note: Please view my PORTFOLIO on the next page.*  
Aug.2003 Internship – **Ion Tiriac Commercial Bank**, Victoriei Branch, Bucharest  
Jul.2002- Jan.2003 Financial Consultant – **ING Nederlanden** Agency B6, Bucharest  
*Duties: market evaluation, selling life insurance.*  
Nov.1999- Jul.2002 Secretary – **Dr. Florina-Cristina Comanici Medical Office**, Bucharest  
*Duties: patient registration, monthly statistic reports for the National Insurance Company, translation of various articles from medical journals, etc.*

**CREDENTIALS:** Cambridge Certificate of Proficiency in English - *grade A*  
Certified Translator & Interpreter by the Romanian Ministry of Culture and Education (RO-EN, SP-RO).

**INTERNET:** **Cable connection** (permanent).

**OUTPUT:** Max. 8 hrs or 3000 words/day.

**AVAILABILITY:** **Mon-Fri 8 a.m.–4 p.m. GMT.** During this schedule I can promptly reply to any inquiry. You can find me until 10 p.m. GMT, but please allow for a less speedy reply after 4 p.m. or on weekends.

**SOFTWARE:** Windows XP Home Edition; Office XP – Romanian version with RO spellchecker;  
Norton Antivirus 2006 with firewall; Acrobat Reader 7.0, WinRAR.

**REFERENCES:** **Gerry Thiemann** (Convesa Language Center, USA) – [conversa@iac.net](mailto:conversa@iac.net);  
**Alessia Felici** (Pearl Linguistics Ltd, UK) – [alessia@pearlinguistics.com](mailto:alessia@pearlinguistics.com).

## PORTFOLIO of books and recent projects:

### Business/Finance

Company financial analysis – 4,000 words / EN-RO.

Annual financial reports – 1,200 words / RO-EN.

Penalty charges (taxation) – 2,100 words / EN-RO.

Airline company overview – 5,000 words / EN-RO.

Creditworthiness certificates – 1,000 words RO-EN.

*European Chambers of Commerce* by F. Pizzetti and P. Bilancia (for the *Romanian Chamber of Commerce*) – 138 standard pages, FR-RO.

### Marketing/Statistics

Economic Value Added (EVA) howto – 4,000 words / EN-RO.

Reliability and validity studies for Motivational Appraisal of Personal Potential (MAPP) software tool – 4,000 words / EN-RO.

Risk Metrics *Technical Document on Value-at-Risk* (parts of) – 6,000 words / EN-RO.

E. Billette de Villemeur's *Cybernetics Course Support and Evaluation Tests* – 7,500 words / FR-RO.

Atkinson and Hilgard's *Introduction to Psychology* (Appendix on Statistics) (Tehnica: Bucharest, 2005) – 40 standard pages / EN-RO.

### Advertising/PR

Informational brochure for Romanian and Bulgarian Citizens (Ministerio de Trabajo y Asuntos Sociales) – 2,200 words / SP-RO.

Head & Shoulders consumer test, product labels, Privacy Policy – 3,500 words / EN-RO.

PAVO Horse feed advertising brochure (2006 & 2007) – 4,000 + 6,700 words / EN-RO.

### EU

Leonardo da Vinci Training E-Business for Tourism SMEs (TEBTSME) (agreements and other materials) – 4,000 words / EN-RO and RO-EN.

Socrates (Grundtvig 2) Language Learning Ware (LLW) Project – 3,500 words / EN-RO.

Progress in Policy Reform in SE Europe (Investment Compact Monitoring Instruments, 5<sup>th</sup> Edition) – 4,600 words / EN-RO.

### HR/Psychology/Psychometric Tools/E-learning

Motivational Appraisal of Personal Potential (MAPP) software tool – 30,000 words / EN-RO.

Web marketing howto – 10,000 words / EN-RO.

Atkinson and Hilgard's *Introduction to Psychology* (several chapters) (Tehnica: Bucharest, 2005) – 500 standard pages / EN-RO.

### Law (Contracts)

Agreements for translation rights – 5,400 words / EN-RO & FR-RO.

Website conditions of use – 2,500 words / EN-RO.

### IT/Software/Websites/Digital Imaging

EPSON Product Identification Information – 3,000 words / EN-RO.

Adult website localization (including Terms and Conditions) – 7,000 words / EN-RO & SP-RO.

Digital imaging howto (Photoshop) – 3,000 words / EN-RO.

### Pharmaceuticals/Medical/Nutrition

Informed consent forms for drug testing – 14,000 words / EN-RO.

Several patient questionnaires as part of linguistic validation programs – 3,000 words / EN-RO.

Patient Records – 7,000 words / RO-EN.

EMA Product Summary – 800 words, EN-RO.

Various books on Reflexology, Shiatsu, Alternative Medicine, Nutrition (to be published) – 1,000 standard pages / EN-RO & FR-RO.

### User Manuals

Software *Operating Instructions* for book binding machine – 6,000 words / FR-RO.

Weather station user manual – 2,000 words / EN-RO.

### Tourism

AA Essential Guide (10 guides of various cities and countries) (Ad Libri: Bucharest, 2007) – 1,360 standard pages / EN-RO.

*About Rural Tourism and Farmhouse Holidays*: a study on Romanian tourism – 3,600 words / RO-EN.

*Sinaia and Bran Castle*: a presentation – 4,000 words / RO-EN, RO-FR.

### Fashion/Clothes/Textiles/Accessories

*The Pocket Stylist* by Kendall Farr (Pro: Bucharest, 2006) – 200 standard pages / EN-RO.

*What Not to Wear* (parts 1 & 2) by Trinny Woodall & Susannah Constantine (Pro: Bucharest, 2006) – 70 standard pages / EN-RO.

### Religion

*Les Maîtres spirituels* by Jacques Brosse (to be published) – 440 standard pages / FR-RO.

*The Handbook of Tibetan Buddhist Symbols* by Robert Beer (to be published) – 360 standard pages / EN-RO.

### Personal Documents

Birth certificates, marriage certificates, high-school/university degrees, graduation certificates, employment records, etc.

### General/Other

Feng Shui World magazine (45 standard pages – bimonthly), correspondence, etc.

## WORK METHOD:

### General considerations:

1. I carefully study any job offer and project materials, and I only accept those jobs that I am competent to carry out.  
**I reject ALL jobs that I believe I am not qualified to undertake.**
2. I start work on the project only after receiving a formal Purchase Order and I sign an Agreement if the job is offered by a new client. This Agreement contains a Confidentiality Clause and (for translation agencies) a Non-Competitional Clause.
3. After delivery, I remain at the client's disposal for any clarifications and support.
4. I am always helpful, considerate, and polite.

### For translation:

1. I plan my time so that I finish the job one day before the deadline (or 3 days for large projects). No matter how large a project, I am disciplined in following my time-planning, and I always deliver on the agreed deadline.
2. I first read the whole text and prepare a terminological list. Should my own terminology resources prove insufficient, I contact the Project Manager for clarifications and (as a last resort) I ask a specialist in that given field for help.
3. I do the translation according to the client's job specific instructions, requirements and/or glossaries, and I also use a Translation Memory whenever available.
4. I check the accuracy of the translated file against the original, by comparing the two printed files.
5. If the text is highly specialized OR if I have to translate from Romanian to English, I always send the translation to be reviewed for any errors of terminology, style and register by a specialist peer who is a native speaker of the target language.  
*(Please see the rates section for peer-reviewed translation. As this implies an extra charge for all translations into Romanian, I always announce the client if I consider a peer review to be necessary before I take on the project.)*
6. Upon delivery, I always inform the client of any difficulties I encountered during the project and how they were solved.

### For proofreading (review):

1. I only proofread if the target language is my native language (Romanian) and if the project corresponds to the Fields listed on page 1 of this résumé.
2. My proofreading (review) includes:
  - Confronting the printed translated version against the printed original, for a speedier and more accurate editing.
  - A responsible terminological re-check.
  - Spellchecking.
  - Streamlining the rendition into a pleasant sounding and (where applicable) culturally adapted, yet faithful, version of the original.

### For interpreting:

1. I only take on interpreting jobs that are relevant to the fields I am specialized or highly experienced in.
2. I always request that the interpreting job be scheduled 4 days in advance and that I receive any and all information materials that are relevant to the job at the time when the job is scheduled.  
**I do not accept an interpreting job unless I receive information materials from the client.**
3. I then carefully study all information materials that I receive and I prepare a terminological list that I memorize prior to meeting with the client.
4. During the actual interpretation, I am attentive to render the accurate spoken meaning, but also to convey the speaker's tone of voice and states of mind to the best of my ability.

### RATES\*

#### - EURO:

#### Simple translation into RO

and peer-reviewed RO-EN translation: EUR 0.06/new word, EUR 0.02/repetitions & 100% fuzzy.

Peer-reviewed translation into RO: EUR 0.08/new word, EUR 0.04/repetitions & 100% fuzzy.

Proofreading (review): EUR 21/hour or EUR 0.02-0.03/word.

Interpreting: EUR 30/hour (EUR 25/hour for over 6 hrs. job) plus job-related expenses.

### RATES\*

#### - US DOLLAR:

#### Simple translation into RO

and peer-reviewed RO-EN translation: USD 0.090/new word, USD 0.030/repetitions & 100% fuzzy.

Peer-reviewed translation into RO: USD 0.120/new word, USD 0.060/repetitions & 100% fuzzy.

Proofreading (review): USD 31,50/hour or USD 0.030-0.045/word.

Interpreting: USD 45/hour (USD 37.50/hour for over 6 hrs. job) plus job-related expenses.

### RATES\*

#### - GB POUND:

#### Simple translation into RO

and peer-reviewed RO-EN translation: GBP 40/pK (new words), GBP 14/pK (repetitions & 100% fuzzy).

Peer-reviewed translation into RO: GBP 54/pK (new words), GBP 28/pK (repetitions & 100% fuzzy).

Proofreading (review): GBP 14.5/hour or GBP 14-20/pK.

Interpreting: GBP 20/hour (GBP 17/hour for over 6 hrs. job) plus job-related expenses.

\* A minimum rate applies for very small projects, the amount of which is 20 EUR / 30 USD / 16 GBP.