

Cătălin ȘTEFAN

Date of Birth: 13.06.1968

-- PROFESSIONAL EXPERIENCE --

Palatine Elector Translations SRL

2010 to date

Position – Owner

Company's profile:

It is a translation company I have incorporated to service big clients operating in the professional services sector (such as Deloitte Romania and Reff and Associates, the corresponding law firm of Deloitte Romania and other law firms, consulting and real estate companies).

2004-2013

Deloitte Romania, Bucharest, Romania

Company's profile:

Deloitte refers to one or more of Deloitte Touche Tohmatsu, a British LLC, its member firms, and their respective subsidiaries and affiliates. Deloitte Touche Tohmatsu is an organization of member firms around the world devoted to excellence in providing professional services and advice, focused on client service through a global strategy executed locally in nearly 140 countries. With access to the deep intellectual capital of 135,000 people worldwide, Deloitte delivers services in four professional areas - audit, tax, consulting, and financial advisory services - and serves more than 80 percent of the world's largest companies, as well as large national enterprises, public institutions, locally important clients, and successful, fast-growing global growth companies.

In Romania, the services are provided by Deloitte Audit S.R.L., Deloitte Consultanta S.R.L, Deloitte Reorganizare S.R.L and Reff & Associates SCA (jointly referred to as "Deloitte Romania") which are affiliates of Deloitte Central Europe Holdings Limited. Deloitte Romania is one of the leading professional services organizations in the country providing services in four professional areas - audit, tax, consulting, and financial advisory services through over 300 national and specialized expatriate professionals.

Position – Translator & Interpreter Job description/ Responsibilities

- translation of audit reports, due diligence reports, accounting documents, contracts, laws, legal documents, authorized translations for company needs, newspaper articles etc.
- interpretation for all Company needs: simultaneous interpretation in seminars on TAX, Audit, Legal related issues
- consecutive interpretation in various meetings with clients, authorities (I have assisted the testimony to several commissions rogatoire with Bucharest Prosecutor's Office of a major real estate client; I have assisted the testimony in court of several of our partners in a lawsuit; I have participated in a team in charge with the privatization of a major Romanian bank to a major Austrian banking group).
- assistance to all partners in matters related to translation of documents, representations, power of attorney given in front of a notary public
- external translations and interpretation for company clients

Mivan-Kier Romanian S.R.L., Bucharest, Romania

Company's profile:

Mivan-Kier Romania SRL used to be the Romanian Branch of a the British Joint Venture comprising two major construction companies in Britain (MIVAN Ltd. and Kier Group) incorporated for the purposes of performing a US\$ 120 million contract with the Romanian Ministry of Transports, Constructions and Tourism and Land Improvement for the construction of social housing and water supply systems in more than 40 locations throughout Romania. At the peak of its business in Romania, MKJV had a headcount of more than 3,000 employees.

July 2001 – November 2004

Position – Translator & Interpreter

Job description/ Responsibilities

- dealing with legal documents, contracts, business correspondence, technical specifications, laws and government decisions, internal human resources documents, accounting documents, etc.
- acting as interpreter in the company's meetings with representatives of the Ministry of Transports, Constructions and Tourism, other public authorities, subcontractors, security companies etc.

Translator & Interpreter – Free-Lance

1990 – to Date

Position – Free Lance Translator & Interpreter

Job description/ Responsibilities

- several temporary jobs as a translator for various foreign delegations, international seminars, projects etc.
- the range of domains in which I have worked as a translator is rather miscellaneous, from foreign delegation of trade unionists (for instance a delegation from AFL-CIO – the most prominent American Trade Union Federation) and elections observers (for instance, interpretation work for a delegation of the Helsinki Committee to the general elections in 1992, etc.) to various projects.
- I own a small translation company (Palatine Elector Translations SRL) and before I incorporated this small business I had a free lance license (PFA). As such I have serviced many domestic and multinational clients, including: PETROM GAS, Bank Leumi, Rauch Romania, Rosia Montana Gold Corporation, Realitatea Media, Euroweb, Serban, Mares si Asociatii SCA, IKO BALKAN etc.
- My experience includes: interpretation (both consecutive and simultaneous), translation of a various range of documents ranging from legal, finance-accounting, audit, tax to literary translations.

Radio Romania International – The English Service, Bucharest, Romania

Company's profile:

Radio Romania International is part of the Romanian Radio Broadcasting Company with more than 2,000 professionals. Radio Romania International is dedicated to informing the international audience of the Romanian realities. The English Service is a news desk of about 20 editors addressing the English speaking community from all around the world.

August 1997 – December 2000

Position – Editor

Job description/ Responsibilities

- to edit news bulletins, radio shows, take interviews, proof read texts in English, read news in English and host radio shows;
- also, ensured translation & interpretation services for the top management.

“SPIRU HARET” University – The Faculty and Foreign Languages and Literatures, The English Department, Bucharest, Romania

Company's profile:

“Spiru Haret” University is one of the top private universities in Bucharest, providing education in various fields of humanities, law, medicine, etc. with a teaching staff almost 300 strong.

January 1995 – October 1998

Position – Assistant Lecturer

Job description/ Responsibilities

- to conduct seminars on English Literature and seminars aiming at improving the students command of English

Radio Romania – Radio Romania Youth, Bucharest, Romania

Company's profile:

Radio Romania Youth was part of the Romanian Radio Organization with more than 2,000 professionals. Radio Romania Youth was a channel dedicated to youth related issues.

Month Year – Month Year

Position – editor

Job description/ Responsibilities

- to edit news, texts for radio shows, to take interviews and write reports about issues concerning young people

Radio Total, Bucharest, Romania

Company's profile:

RADIO TOTAL used to be a local news radio with about 70 employees.

August 1993 – August 1994

Position – news editor

Job description/ Responsibilities

- to write reports, to edit news, to coordinate the news flashes

RADIO FREE EUROPE/RADIO LIBERTY, Bucharest Bureau, Bucharest Romania

Company's profile:

The Bucharest Bureau of RFE/RL was the local news desk of the famous RFE/RL with the offices in Munich at that time.

May 1993 – August 1993

Position – news editor

Job description/ Responsibilities

- to edit news in English about Romania for the news desk at the head office in Munich

FORMULA AS weekly magazine, Bucharest, Romania

Company's profile:

FORMULA AS is a weekly magazine dealing mostly with social and cultural topics of interest.

August 1991 – May 1993

Position – editor

Job description/ Responsibilities

- to edit reports, take interviews etc. for the cultural section of the magazine

Danubiana Tires Company, Bucharest, Romania

Company's profile:

Danubiana used to be the largest tire manufacturer in Romania with more than 3,000 employees.

February 1988 – July 1990

Position – computer operator

Job description/ Responsibilities

- to operate industrial computers

-- EDUCATION --

1990 – 1994 Bucharest University, Bucharest
Faculty of Foreign Languages and Literature, English major- Romanian minor

-- TRAININGS --

2004-2010 Deloitte
E-learning: Code of Conduct, including provisions regarding
confidentiality and non-competition.
2005 A five-day computer training course on Microsoft Office

-- SKILLS --

Foreign languages English – proficient, French - basic
IT Skills Microsoft Office
Driving License B Category