



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Rucsandra Bacanu**

Nationality Romanian

Date of birth 25/04/1975

Gender Female

**Desired employment /
Occupational field** **Translator, Education/ Training, Administrative**

Work experience

Dates September 2013 - to present

Occupation or position held **Teacher of English**

Enrolled in the Primary Years Programme at Mark Twain International School
Teaching 3rd grade students

Name and address of employer Mark Twain International School, 25 Erou Iancu Nicolae Street, Baneasa, Bucharest

Type of business or sector Education

Dates **Since July 2012 - to present**

Occupation or position held **FREELANCE TRANSLATOR**

Main activities and responsibilities Language services

Translation, editing, proofreading

English, French

Business, finance, accounting, legal, technical translations

Sworn translator and interpreter certified by the Ministry of Justice since 2003

Type of business or sector Translation services

Dates 10/2004 - 07/2012

Occupation or position held **Specialist - Translator**

Main activities and responsibilities 2010-2012

Translator, member of the Editing and Translation Office (ETO) of PricewaterhouseCoopers Romania - increased scope of work by providing services to the entire PwC Romania firm, increased number of internal clients; improved area of expertise, by adding tax, legal, marketing, industry- specific consulting to former experience

2004 - 2010

Translator for PricewaterhouseCoopers Audit SRL, Audit and Business Assurance Services

* Manage translation projects in terms of effective management of translation work, of deadlines, communication with internal clients (setting and negotiation of deadlines, project-related communication, including update regarding the progress of work, solving technical/ terminology issues and difficulties, project follow-up by requesting feedback after translation tasks have been completed), work prioritisation, conflict solving in case several assignments have similar or same deadlines, managing multiple tasks

* Translation and proofreading of audit-related documents (e.g. annual audit reports, audit opinions, contracts and other formal documents), by strictly complying with the formal and confidential nature

	thereof
	* Translation and proofreading of various training materials, of articles to be issued in PwC publications. Translation and review of relevant Romanian legislation from domains such as accounting, banking, insurance, etc, for PwC internal purposes.
	* Draft glossaries and contribute to the drafting of templates (by proofreading and editing) used by audit professional staff to generate audit reports
	* Strict compliance with deadlines agreed upon and firm standards in order to ensure minimal review activities and high quality of services provided
Name and address of employer	PRICEWATERHOUSECOOPERS ROMANIA 301-311 Barbu Vacarescu Street, Bucharest (Romania)
Type of business or sector	Audit and business advisory services
Dates	2003 - 2004
Occupation or position held	Translator from French to Romanian - project based
Main activities and responsibilities	Translation of judgments issued by the European Court of Human Rights in cases involving Romania, published in the Official Gazette of Romania and in the volume "Cazurile Romaniei la Curtea Europeana a Drepturilor Omului (Selectiuni 1998 - 2004)", published by the Council of Europe Information Office in Bucharest and the Ministry of Foreign Affairs of Romania, Bucharest 2004
Name and address of employer	MINISTRY OF FOREIGN AFFAIRS , The Government Agent for the European Court of Human Rights Bucharest (Romania)
Type of business or sector	Public sector
Dates	08/2000 - 10/2004
Occupation or position held	Translator - legal English and French
Main activities and responsibilities	* translation and proofreading of draft laws and other normative acts, prepared by the Ministry of Justice (e.g. draft Law on judicial organisation, draft Law on the statute of magistrates, Law on the Superior Council of Magistracy, the new Criminal Procedure Code, etc.); translation of responses given by the Ministry of Justice to the Common Position of the European Union regarding the compliance with criteria for integration; * translation of documents in the domains of European integration and human rights; *interpreter in seminars, conferences and various meetings hosted by the Ministry of Justice (consecutive and simultaneous translation)
Name and address of employer	MINISTRY OF JUSTICE , Department for Drafting Normative Acts; Department of the Government Agent, European Integration and Human Rights 17, Apolodor Str., Bucharest (Romania)
Type of business or sector	Public sector
Dates	02/2001 - 10/2001
Occupation or position held	Project manager assistant for NGO ; part time
Main activities and responsibilities	* assistance in cultural projects developed by the foundation, including mediation between financing companies and cultural producers, organising project contests and cultural events; * research and drafting of projects for fund-raising; * participation in the drafting of a project for the creation of information centres within a network of regional libraries, which was awarded a grant by the European Union; * carrying out programme correspondence and communication;
Name and address of employer	CONCEPT FOUNDATION , member organisation of SOROS OPEN NETWORK ROMANIA Bucharest (Romania)
Type of business or sector	Media, culture, NGO
Dates	02/2000 - 08/2000
Occupation or position held	Translator , interpreter; English and French
Main activities and responsibilities	* translation of film scenarios (from and into English, French) * interpreter on stage for international films and commercials (simultaneous and consecutive translation)
Name and address of employer	CASTEL FILM

25A, Emanoil Porumbaru Str., Bucharest (Romania)

Type of business or sector Arts, entertainment and recreation

Dates 1999 - 2000

Occupation or position held **Lecturer of English** - project based

Main activities and responsibilities Seminars of business English for students of the Faculties of Management and Public Administration

Name and address of employer **ACADEMY OF ECONOMIC STUDIES**
Bucharest (Romania)

Type of business or sector Education

Dates 01/10/1998 - 30/06/1999

Occupation or position held **Lecturer of English language and literature**

Main activities and responsibilities Seminars of English Language and 18th and 20th century literature for first and second years students, Department of English

Name and address of employer **Faculty of Foreign Languages and Literatures, University of Bucharest**
7-13 Pitar Mos, Bucharest (Romania)

Type of business or sector Education

Dates 06/1997 - 12/1999

Occupation or position held Translator

Main activities and responsibilities Translation and adapting of television films and documentaries for the channels Discovery, Animal Planet, Travel

Name and address of employer Zone Studio Romania
4, Corneliu Coposu Bd., Bucharest (Romania)

Type of business or sector Arts, entertainment and recreation

Dates 02/1995 - 12/1996

Occupation or position held Translator, part-time

Main activities and responsibilities Translation and subtitling of feature films and documentaries for one of the first private television channels launched in Romania

Name and address of employer Tele7ABC, Film Department
(Romania)

Type of business or sector Arts, entertainment and recreation

Education and training

Dates 01/10/1998 - 30/06/1999

Title of qualification awarded MA

Principal subjects / occupational skills covered Critical Perspectives on Literatures of English Expression; a two-semester post-graduate program; average 9,50

Name and type of organisation providing education and training Faculty of Foreign Languages and Literatures, University of Bucharest
7-13 Pitar Mos, Bucharest (Romania)

Dates 01/10/1994 - 30/06/1998

Title of qualification awarded BA in Languages

Principal subjects / occupational skills covered BA in Languages and Literature (English and French); an eight-semester graduate program

Name and type of organisation providing education and training Faculty of Foreign Languages and Literatures, University of Bucharest
7-13 Pitar Mos, Bucharest (Romania)

Dates 1989 - 1993

Title of qualification awarded Romanian Bacalaureate

Principal subjects / occupational skills Graduated in a humanities class, specialising in philology

covered

Name and type of organisation providing education and training Mihai Viteazul National College Bucharest (Romania)

Personal skills and competences

Mother tongue(s) **Romanian**

Other language(s)

Self-assessment
European level ()*

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
B1	Independent user	C1	Proficient user	B1	Independent user	B1	Independent user	B1	Independent user

(*) [Common European Framework of Reference \(CEF\) level](#)

Organisational skills and competences
* Ability to work under pressure in a challenging environment
* Good organisational skills, strong team player
* Open to change and development
* Excellent verbal and written communication skills
* Excellent attention to detail

Technical skills and competences
* Working experience with Deja Vu translation software - basic
* PROFESSIONAL ACCREDITATION: Sworn translator and interpreter since 2003, certification issued by the Ministry of Justice of Romania, allowing for the performance of authenticated translations from and into English, French and Romanian at the notaries public offices and courts of law

Computer skills and competences
Operation of Windows - based platforms: Word, Outlook, Excel, Power Point Presentation, Visio; Lotus Notes - advanced

Driving licence(s) B