

## PERSONAL INFORMATION

## Alexandra Gabriela Bardas



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 [www.bardastranslations.webs.com](http://www.bardastranslations.webs.com)

Sex Female | Date of birth 22 Sep 1983 | Nationality Romanian

## POSITION

## Freelance Translator

## WORK EXPERIENCE

1 Jan 2013–Present

## Freelance Translator

Translation from French into English and Romanian

Translation from Romanian into English

Translation from English into Romanian

Fields: legal, business, financial, banking, commercial, human resources, marketing.

Only in the last year:

- 350000 words from French to English;

- 200000 words in English - Romanian - English pair.

- 75000 words from French to Romanian.

I have handled both small projects of 1-5 pages with deadline in the same day and large projects (>50000 words) with rolling deliverables or full delivery on the established deadline.

1 Apr 2007–31 Jul 2013

## Attorney at Law

CIA Bardas Alexandra Gabriela  
Romania (Romania)

Civil & Commercial Law, Labor Law, Real Estate, Trade Marks, Corporate Activities

Multinational clients - communication made in English and French

Business or sector Legal

1 Dec 2009–31 May 2012

## Team Leader

OMV Petrom SA  
22 Coralilor Street, sector 1, Bucharest (Romania)  
[www.petrom.com](http://www.petrom.com)

Labor Law, Civil & Civil Procedure Law, Litigation

This project was run by foreign Project Managers and because of that, most of the current documents were drafted bi-lingual Romanian - English. All the team meetings were held in English and I also acted as an interpreter in several meetings with other departments for my superior.

Business or sector Oil & Gas

1 Feb 2008–30 Nov 2009

## Attorney at Law

Plaza Centers Management Romania SRL  
10 Gheorghe Manu Street, sector 1, Bucharest (Romania)  
[www.plazacenters.com](http://www.plazacenters.com)

Contract Law, Commercial Law, Corporate Law

Foreign Legal Manager (English speaker) and foreign country manager (French and English speaker).

A multinational environment where communication was made primarily in English and sometimes in French. All the major contracts were drafted in English since we worked with foreign contractors (FIDIC agreements, agreements for architectural, HVAC, lighting design, traffic studies) also other documents for running the day-to-day activity: power of attorneys, labor contracts, general meeting of the shareholders, minutes.

**Business or sector** Real estate activities

1 Apr 2007–30 Oct 2007

### Corporate Lawyer

Romp petrol SA  
3-5 Pta Presei Libere, sector 1, Bucharest (Romania)  
[www.rompetrol.com](http://www.rompetrol.com)

Corporate Law

**Business or sector** Oil & Gas

1 Sep 2006–31 Mar 2007

### Legal Counselor

INTERLEX Consultancy and Training Center  
3-5 Vasile Conta, Sector 2, Bucharest (Romania)  
[www.interlex.ro](http://www.interlex.ro)

Commercial Law, Contract Law, Corporate Law

I acted as a junior lawyer for the firm's clients that were mostly foreign citizens. I drafted emails in English, contracts in both Romanian and English and I assisted the Managing Partner in various meetings.

**Business or sector** Legal

15 Jun 2005–15 Sep 2006

### Student Legal Practice

Several Law Offices, Galati (Romania)

**Business or sector** Legal

## EDUCATION AND TRAINING

10 Dec 2014

Suzanne E. Deliscar, Lawyer-Linguist and ProZ.com

- 3rd Lawyer Linguist Virtual Event

29 Sep 2014–30 Sep 2014

ProZ.com Virtual Events

- CAT Tool & Software Day
- ProZ com's 2014 virtual conference for International Translation Day

2007–2008

### Senior Lawyer

National Institute for Training and Improvement for Lawyers (INPPA)  
23 Vulturilor Street, Sector 3, Bucharest (Romania)

Postuniversity  
Degree

2006–2007

### Master of Laws (LLM)

University of Bucharest, Faculty of Law

Master/Postuniversity  
Degree

36-46 Mihail Kogalniceanu Bd, Sector 5, Bucharest (Romania)

Business Law

Sep 2006–Oct 2006

Postuniversity  
Degree

Bucharest Chamber of Commerce and Industry in collaboration with Bucharest Polytechnic University  
- Advanced Technology Center, BUCURESTI  
2 Octavian Goga Bd, Sector 3, Bucharest (Romania)

Drafting and management of the European Project (structural funds)

2002–2006

**Bachelor of Laws (LLB)**

University Degree

Nicolae Titulescu University, Faculty of Law  
185 Calea Vacaresti, Sector 4, Bucharest (Romania)

Law

1998–2002

**High School Diploma**

High School

"Mihail Kogalniceanu" National College  
161 B Brailei Bd, Galati (Romania)

Foreign Languages

## PERSONAL SKILLS

### Mother tongue(s)

Romanian

### Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	C1
French	B2	C1	A2	A2	B1
Greek	B1	B1	B2	B2	A2
German	A2	B1	A1	A1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

### Communication skills

Good communication skills gained through training, speaking in front of groups;  
Good adaptability to multicultural environments due to my work experience in multinational companies

### Organisational / managerial skills

Translation of all kind of documents in different fields (legal, general, management, psychology - human resources, marketing, travel, tourism).

Leadership (responsible of a team of 8 people);  
Experience in team and resources management

### Job-related skills

Certificate in Advance English (CAE) from University of Cambridge ESOL Examinations;

Technical skills and competencies in translation gained through work exposure to different environments and situations

## Digital competence

Good command of Microsoft Office tools, Web browsing, Wordfast

## Other skills

Like Tourism & Travels, Theater, Literature, Psychology

## Driving licence

B

## ADDITIONAL INFORMATION

## Memberships

Member of Romanian National Bar Association (UNBR), Galati Bar Association