

# CURRICULUM VITAE

## PERSONAL INFORMATION

Name	<b>BOGDAN DUȘA</b>
Telephone	+40 740 093379
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## WORK INFORMATION

Working languages	English, French
Services provided	Translation (including revision, website / software localization), quality assurance
Fields of expertise	Automotive, IT, European Union, Engineering, Energy, Mechanical, Social sciences, Environment, Economics

## PROFESSIONAL BACKGROUND

### Freelancer

2002 – 2007, 2008 – present

### Quality assurance services

- Supervise the overall QA process, from quality planning (actions taken before translation), to quality control (actions taken both during and after translation) and quality improvement (actions taken after translation), all the procedures focusing on the three Ps: Provider, Process, Product
- Supervise the creation and maintenance of terminology resources: TMs and glossaries
- Perform a final check of the translated materials both with CAT tool own QA features and dedicated verification software (Xbench, Verifika)
- Use Regex codes for a variety of purposes, from better import of files into CAT tools (segmentation rules) to better formatting in MS Word (wildcards)

### Translation services

Selected translation projects that I've carried out:

- Translation of car user guides, service manuals and other automotive materials (EN -> RO)
- Translation of installation and maintenance instructions for industrial machinery (actuators, valves, seals) (EN -> RO)
- Translation of reports and other specialized documents for one of the world's leading steel and mining company (FR -> RO)
- Translation and localization of web applications and software (EN -> RO)
- Translation of production management software for aluminum extrusion information (EIS) system (EN -> RO)
- Translation, linguistic and test services for mobile phone software (EN -> RO)
- Translation of EU-related materials: a series of European Citizens' Consultations (EN -> RO), SCADPlus legislation summaries (FR -> RO) or Romanian (draft) laws, regulations and government decisions to be aligned with the EU rules (RO -> FR)
- Translation of social documents: official materials necessary for accession to the Consortium of European Social Science Data Archives - European Research Infrastructure Consortium (CESSDA-ERIC) (EN -> RO) or social surveys and questionnaires (RO -> EN)
- Translation of marketing and other presentation materials to be used on one of the world's top airline's website (FR -> RO)

## **In-house translator**

### **2007 – 2008: European Commission, Luxembourg**

Main responsibilities:

- Translation into the mother tongue, revision and evaluation of documents requested by the Commission
- Editing in the mother tongue of important documents drawn up by the requesting services
- Execution, as case may be, of any other linguistic tasks necessary to effectively carry out the DG's mission, especially in terms of internal communication and information management

### **1999 - 2002: Central European Translations SRL, Bucharest**

Selected translation projects that I've carried out:

- Coordination of a large translation project regarding several feasibility studies destined to Oracle software implementation (EN -> RO)
- Translation of car user guides (EN -> RO)
- Translation of technical equipment software (EN -> FR)

### **1997 – 1999: ABC Traduction SRL, Bucharest**

Selected translation projects that I've carried out:

- Translation and interpreting services within a forest restoration project for Japanese environment experts (RO -> EN)
- Translation of a combine harvester user guide (EN -> RO)

## **EDUCATION**

BA in Philology, "Spiru Haret" University in Bucharest, Romania

Dissertation called "Translating English Scientific and Technological Texts - a critical approach"

## **PROFESSIONAL EVENTS ATTENDED**

- ProZ.com first Virtual Conference celebrating International Translation Day – September 30, 2009
- Freelance Translator Virtual Conference – September 30, 2010
- FIT Europe International Seminar: Working Together to Mutual Benefit – November 18, 2011

### **LANGUAGE SKILLS**

MOTHER TONGUE	<b>ROMANIAN</b>	
OTHER LANGUAGES	<b>ENGLISH</b>	<b>FRENCH</b>
Reading skills	Excellent	Excellent
Writing skills	Excellent	Excellent
Verbal skills	Excellent	Excellent

### **COMPUTER SKILLS**

Computer software:	MS Office (Word, Excel, PowerPoint), Adobe (Reader)
CAT tools:	SDL Studio, memoQ

## **MEMBERSHIPS**

ATR – Romanian Translators' Association (full member of FIT – International Federation of Translators): [www.atr.org.ro](http://www.atr.org.ro)

IAPTPI – International Association of Professional Translators and Interpreters: [www.aipti.org](http://www.aipti.org)

## **ADDITIONAL INFORMATION**

More details or references can be obtained from the following persons:

- Konstantinos Zacharis, Former Head of the Romanian department, DG Translation, European Commission, Luxembourg  
e-mail: [Konstantinos.Zacharis@ec.europa.eu](mailto:Konstantinos.Zacharis@ec.europa.eu)
- Lisette Coolen, Owner at Vertaalbureau Boot and Tekstbureau Boot, The Netherlands  
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- Luiza Cerghedean, Project Manager, altalingua, Romania  
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