



Ana-Mirela Moldoveanu

Date of birth: 31/05/2002 | **Nationality:** Romanian | **Phone number:**

(+40) 727035500 (Mobile) | **Email address:** moldoveanuanamirela@gmail.com |

Address: Drumul Taberei , Bld. 1 Mai, 061621, Sector 6, Romania (Home)

WORK EXPERIENCE

TRANSLATOR – BARÇA CAMP BUCHAREST – BUCHAREST , ROMANIA

I served as a translator throughout the duration of two summer camps, facilitating the communication between Spanish and Romanian participants. My role included translating interviews given by both Spanish Barça Camp & Fútbol Club Barcelona representatives and prominent Romanian football players on national TV, ensuring accurate and smooth exchanges. Additionally, I worked closely with children, translating numerous hours of material in order to help them engage and truly understand the content they were being taught, bridging the language gap and enhancing their camp experience. I also translated interactions between parents and their kids' trainers, making sure the parents' requests and suggestions were being properly translated. I performed my duties in a respectful and diplomatic manner, as I was and still am deeply grateful for this wonderful learning opportunity.

TRANSLATOR – BARÇA CAMP BUCHAREST – 28/10/2024 – 01/11/2024 – BUCHAREST, ROMANIA

I translated the opening and closing ceremonies again for the Barça Camp Bucharest due to the very pleasant and successful collaboration we had last time, easing the communication between Romanian and foreign participants. I translated Spanish speeches for a Romanian crowd.

PRIVATE TUTOR – SELF-EMPLOYED – 11/2024 – Current – ONLINE, ROMANIA

Business or Sector: Education | **Website:** <https://www.dozadelimbistraine.com/>

I have opened a business. My main activity at the moment is tutoring people of all ages and levels. This is a fully remote job, I'm only teaching online for now, which comes in very handy for my clients, as they can study a foreign language (English, Spanish, Romanian) whenever it is convenient for them and from wherever they want, which makes education so much more accessible. I have been adapting to my clients' learning styles, as I believe every person deserves to be taught by someone who is willing to understand their needs. Although I am primarily a teacher, I also manage the administrative side of my business. This has allowed me to develop a wide range of skills, including invoicing, legal knowledge, public relations, time management and social media management. In addition, I've gained valuable experience in client communication, content strategy and maintaining a consistent brand presence across platforms.

SOCIAL MEDIA MANAGER – SELF-EMPLOYED – Current – BUCHAREST, ONLINE, ROMANIA

Link : https://www.tiktok.com/@ana.moldoveanu4/video/7483536908690181398?is_from_webapp=1&sender_device=pc&web_id=7430111457779713569

I produce and share audio-video content for learning foreign languages on social media, where I also manage the advertisement of my classes and I engage with my small, but steadily growing audience. I am knowledgeable about current digital trends while remaining true to my personal style and core values, always approaching my work with professionalism and diplomacy. From filming and editing to publishing educational and entertaining materials, I handle every step of the creative process and I have been thoroughly enjoying it. I often plan my posts ahead of time, as I am a very organised person. While my videos serve as a form of advertisement, watching the videos I post is completely free of charge, as I believe education should become more accessible. I truly love connecting with like-minded individuals and sharing my love for languages.

AUTHORISED TRANSLATOR – SELF-EMPLOYED – 22/04/2025 – Current – BUCHAREST, ONLINE, ROMANIA

- staying up to date with changes regarding laws
- properly translating legal documents
- translating spoken interactions

-maintaining a professional and diplomatic

● **EDUCATION AND TRAINING**

CURRENT Bucharest, Romania
AUTHORISED TRANSLATOR-LEGAL FIELD

I have taken and successfully passed the necessary exams to become an authorised translator (English-Romanian; Romanian-English). I am now authorised to translate legal documents and I have a solid understanding of the legal field.

Field of study English

31/07/2024 – 02/07/2026 Bucharest , Romania
MASTER'S IN MANAGERIAL COMMUNICATION AND HUMAN RESOURCES The National University of Political Studies and Public Administration (SNSPA)

My background in languages has provided me with a strong foundation in effective communication, which is crucial for persuading and building relationships with clients. This has sharpened my business acumen, as clear communication is the first step towards successful client engagement. My profound understanding of social media platforms, editing tools and marketing tactics will further enhance my performance. Pursuing a master's in Managerial Communication and Human Resources aligns with my keen understanding of people, allowing me to leverage my communication skills to manage and motivate teams effectively while driving organizational success.

Website <https://snspa.ro/en/>

01/10/2021 – 03/07/2024 Bucharest , Romania
BACHELOR: ENGLISH AND SPANISH LANGUAGE AND LITERATURE Universitatea din București

I developed expertise in crafting creative and impactful texts, gained a deep understanding of grammar and linguistics and comprehensive knowledge of literature. My studies also equipped me with strong teaching skills, effective time management under pressure and the ability to manage stress in high-stakes environments. I also improved my ability to adapt to any situational/cultural factors.

Website <https://lils.unibuc.ro/>

01/10/2021 – 03/07/2024 Bucharest , Romania
PEDAGOGY COURSE Facultatea de Psihologie si Stiintele Educatiei

Website <https://fpse.unibuc.ro/modul-psihopedagogic/>

CURRENT Bucharest, Romania
MASTER'S: BRITISH CULTURAL STUDIES University of Bucharest

● **LANGUAGE SKILLS**

Mother tongue(s): **ROMANIAN**
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
SPANISH	C2	C2	C2	C1	C2
FRENCH	C1	C2	C1	C1	B1
GERMAN	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **SKILLS**

Good listener and communicator | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Editing Photo / Video | Edit | Social Media / Social Network | Good Communication and Writing Skills | Digital tools for communication, collaboration and learning | Mastery of the online tool Canva | Research and analytical skills | Browsing the Internet (experienced) | Social Media | Google Suite (Doc, Slides, Form, Sheet, Drive) | knowledge of presentation platforms (PowerPoint, Prezi, Canva) | Organizational and planning skills | Team-work oriented | basic skills in graphic (canva) | Social Media including Facebook , WhatsApp and Twitter

● **SKILLS**

Skills I aquired

- Communication Skills
- Interpersonal Skills
- Time Management
- Managing social media platforms
- Advertising products
- Editing tools
- Problem-Solving
- Adaptability
- Teamwork
- Attention to Detail
- Basic Computer and Technical Skills
- Critical Thinking
- Organization
- Creative Writing
- Grammar and Linguistics Expertise
- Literary Knowledge
- Translation (Spanish and Romanian)
- Teaching Skills (English and French)
- Stress Management
- Client Persuasion and Engagement
- Business Acumen
- Managerial Communication
- Human Resources Knowledge
- Adapting to Unforeseen Challenges
- Public Speaking/Media Communication