

Mihaela Meci

LANGUAGES	<p>Romanian (native), English, French.</p> <p>Language combinations: English into Romanian, Romanian into English, French into Romanian, French into English</p>
ACCREDITATION	<p>Translator Certificate, 1990 – The Romanian Ministry of Culture.</p> <p>U.S. Department of Justice Security Clearance</p>
EDUCATION	<p>1983-1987 – University of Bucharest, Department of Foreign Languages and Literatures.</p> <p>M.A. in English Language and Literature (Highest Honors)</p> <p>M.A. in French Language and Literature (Highest Honors)</p>
AREAS OF SPECIALIZATION	<ul style="list-style-type: none">➤ Humanities & Social Sciences: Humanities, Arts, Linguistics, History, Journalism, Literature, Sociology, Philosophy, Psychology.➤ Economics & Finance: General Economics, Banking, Business Administration, Marketing, Insurance, Business Reports.➤ Law: Civil Law, Business Law, Tax Law, Official Documents, Contract Law, Commercial Law, Public Law, Government Law, Law Enforcement.➤ Medicine: Pharmaceuticals, Clinical Trials, General Medicine.➤ Subtitling: Movies, TV shows, Documentaries.➤ Miscellaneous: Advertising, Politics, Quality Assurance, Safety, Sports, Leisure, Tourism, Media, Education.
EXPERIENCE	<ul style="list-style-type: none">➤ Manager of Romanian Quality Control for Hallmark Entertainment Network➤ Freelance translator/editor/interpreter since 1997➤ 3 years in-house translator/interpreter➤ 3 years English and French teacher
PROFESSIONAL MEMBERSHIP	<p>Member ATA (American Translators Association) since 1998.</p> <p>ProZ</p>

CONTACT

- **Address:** 133 Yerry Hill Road, Woodstock, NY 12498, USA.
 - **Tel:** +1 (845) 679-7410
 - **Cellular:** +1 (845) 532-0524
 - **E-mail:** rmeci@hvc.rr.com; mihaelameci@gmail.com
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MAJOR JOBS

- Romanian Government tenders, Romanian laws.
 - Documentation for the U.S. Department of Justice, FBI, U.S. Department of Agriculture.
 - Documentation for the Department of Health & Social Services, Washington State.
 - Renault Trucks, St. Gobain Isover, and GDF Suez newsletters, World Bank web site.
 - Various documents for World Bank and IMF.
 - Editing of Romanian translation of “A Framework for Teaching Basic Economic Concepts” and “Glossary of Economic Terms” for the National Council on Economic Education.
 - Editing of Mayo Clinic books, translation of medical assessment questionnaires, medical records.
 - Translation of clinical studies and protocols for Merck, Covance, Bristol-Myers Squibb, Clarix.
 - Translation of medical claims for Aetna
 - Editing of National Geographic Travel Guide for Romania
 - Translation of surveys
 - Translation and editing of medical devices manuals
 - Corporate policies for Ford, Colgate-Palmolive, Pepsi, McDonalds, Ford Motors.
 - Subtitling (translation and proofreading): “Saving Private Ryan,” “Fantastic Mr. Fox,” “E.T.,” “Red Dragon,” “Dante’s Peak,” “Out of Africa,” “Déjà vu,” “Ugly Betty,” “The Office”, “Two and A Half Men”, “House”, “DuckTales”, “This Is Us”, “Alias”, “The Simpsons”, etc.
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COMPUTER RESOURCES

Hardware:

- AMD A8-7600 Processor (3.10GHz 4MB), AMD Radeon R9 M360 2GB, 8.0GB PC3-12800 DDR3 1600 MHz, 1TB + 8GB 7200 RPM, DVD Recordable, Lenovo AC Wireless
- Canon all-in-one Inkjet printer, scanner, copier

OS, relevant software:

- Windows 10
- Microsoft Office Professional 2021
- Adobe Acrobat Reader
- Nuance Power PDF Standard
- Translation Office 3000
- Malwarebytes Anti-Malware
- Audacity
- Avast Premium Cleaner
- QuickTime Player
- Express VPN

Antivirus:

- Avast Premium Security

Data-compression facilities:

- WinZip

Internet:

- Opera
- Google Chrome
- Avast Secure Browser

CAT:

- SDL Trados Studio 2021
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REFERENCE AND OTHER RESOURCES (SELECTION)

Monolingual Dictionaries:

- Roget's English Thesaurus
- Webster's
- The Reader's Digest Great Encyclopedic Dictionary
- Webster's Encyclopedia on CD-ROM
- Larousse Dictionary
- Dictionnaire des Expressions et Locutions, Robert, 1990.
- DEX Romanian Language Dictionary, 1998.

Bilingual Dictionaries:

- English-Romanian Dictionary, Teora Publishing House, 1996
- Romanian-English Dictionary, Gramar Publishing House, 5th Ed., 1998
- Romanian-English Dictionary of Idioms, Scientific and Encyclopedic Publishing House, 2nd Ed., 1981
- English-Romanian Dictionary of Idioms, Teora Publishing House, 1999.
- Romanian-English, English-Romanian Dictionary of Proverbs, Teora, 1999.
- English-Romanian Slang Dictionary, Teora, 1999.
- French-Romanian Slang Dictionary, Teora 1999.
- Romanian-French Dictionary, Gramar Publishing House, 1998
- French-Romanian Dictionary, Gramar Publishing House, 1998
- French-Romanian, Romanian-French Dictionary of Idioms, Scientific and Encyclopedic Publishing House, 1981
- French-English, English-French Le Robert & Collins Super Senior, 1996.
- French-English, English-French Oxford-Hachette Dictionary, 1995
- French-English, English-French Harrap's Dictionary, 1993

Specialized Dictionaries:

- English-Romanian Technical Dictionary, Technical Publishing House, 2nd Ed., 1997
- French-Romanian Technical Dictionary, Technical Publishing House, 1999
- Romanian-English Technical Dictionary, Technical Publishing House, 2000.
- English-Romanian Dictionary of Accounting, Economic and Financial Terms, RAI, 1998
- English-Romanian Medical Dictionary, Medical Publishing House, 1998
- Dorland's Illustrated Medical Dictionary, 1988
- English-Romanian, Romanian-English Economic Dictionary, Niculescu Publishing House, 1999
- English-Romanian-French IT Dictionary, ALL Publishing House, 1999
- English-Romanian-French Dictionary of Internet and Telecommunications, Technical Publishing House, 2000
- English-Romanian Legal Dictionary, ALL Beck Publishing House, 2000

Other Resources:

- Full **Internet** access to on-line dictionaries, terminology databases, glossaries etc.
- **Termium**
- **LinkedIn**